



**The Corporation of the County of Wellington
Information, Heritage and Seniors Committee
Agenda
Fergus Library Community Room**

May 13, 2015

4:30 pm Museum and Seniors

6:00 pm Library

Members: Warden Bridge; Councillors Black (Chair), Anderson, Driscoll, Watters; Lucia Costanzo, Jennifer Dixon, Janice Sheppard, Walter Trachsel

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Museum and Archives	
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7.	Closed Meeting	
8.	Rise and Report	
9.	Adjournment	
	Next meeting date June 10, 2015 or at the call of the Chair.	



County of Wellington
Museum & Archives at WP
Statement of Operations as of
30 Apr 2015

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$42,000	\$8,731	\$22,045	52%	\$19,955
User Fees & Charges	\$60,000	\$7,941	\$14,964	25%	\$45,036
Sales Revenue	\$7,200	\$201	\$2,600	36%	\$4,600
Other Revenue	\$5,000	\$195	\$5,644	113%	\$(644)
Total Revenue	\$166,500	\$17,067	\$45,254	27%	\$121,246
Expenditures					
Salaries, Wages and Benefits	\$1,367,300	\$115,271	\$441,881	32%	\$925,419
Supplies, Material & Equipment	\$153,700	\$4,992	\$32,038	21%	\$121,662
Purchased Services	\$363,400	\$31,191	\$106,348	29%	\$257,052
Transfer Payments	\$5,000	\$0	\$0	0%	\$5,000
Insurance & Financial	\$17,300	\$0	\$17,336	100%	\$(36)
Total Expenditures	\$1,906,700	\$151,454	\$597,603	31%	\$1,309,097
NET OPERATING COST / (REVENUE)	\$1,740,200	\$134,386	\$552,349	32%	\$1,187,851
Transfers					
Transfer to Capital	\$200,000	\$0	\$200,000	100%	\$0
Total Transfers	\$200,000	\$0	\$200,000	100%	\$0
NET COST (REVENUE)	\$1,940,200	\$134,386	\$752,349	39%	\$1,187,851



County of Wellington

05-May-2015

Museum & Archives at WP Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending April 30, 2015

	LIFE-TO-DATE ACTUALS						
	Approved	April	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Terrace / OPP Road Upgrade	\$1,300,000	\$0	\$89,167	\$709,868	\$799,035	61 %	\$500,965
Groves Hospital Grant	\$3,882,000	\$0	\$84,839	\$1,893,741	\$1,978,580	51 %	\$1,903,420
WP& Artifact Storage Buildings	\$730,000	\$0	\$0	\$206,736	\$206,736	28 %	\$523,264
Commons Development	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Coal Room Roof and Wall Repair	\$200,000	\$0	\$0	\$0	\$0	0 %	\$200,000
Grounds Maintenance Equipment	\$85,000	\$82,729	\$82,729	\$0	\$82,729	97 %	\$2,271
WP Generator	\$200,000	\$0	\$0	\$0	\$0	0 %	\$200,000
Total Museum & Archives at WP	\$6,497,000	\$82,729	\$256,735	\$2,810,345	\$3,067,079	47 %	\$3,429,921



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, May 12, 2015
Subject: **2015-2019 Five Year Plan Forecast for Museum - Revisited**

Background:

The County's five-year plan represents a forecast of future infrastructure and service level needs that allows staff to continuously monitor County funding requirements and adequately plan to meet these needs. The budget approval process, while taking into account the forecasted years 2 through 5 of the five-year plan, results in the approval of those projects and operational impacts in the current budget year only. All future forecasted capital and operational impacts within the five-year plan are to be reviewed on an annual basis through the budget approval process.

The County's 2015 budget was approved on January 29, 2015. At that time, Council requested an additional review of the 2015-2019 five-year plan before the 2016 budget process began, with a specific focus on the operating and capital impacts planned through the 2016-2019 period. Each committee will be presented with the 2015-2019 five-year plan report and forecast that was presented in January for their respective departments. The purpose of this review is for Council to identify areas of concern or changes to priorities prior to the development of the 2016 Budget and Five-Year Plan.

Additional information on operating or capital impacts can be provided if requested by the committee.

Recommendation:

That the attached 2015-2019 five year plan report for the Museum and Archives be received for information; and

That Council identify any areas of concern or changes in priorities to be considered for the 2016 Budget and Five-Year Plan Process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart".

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Wednesday, January 14, 2015
Subject: **2015 Budget - County Museum and Archives**

Background:

The 2015 budget package for County Museum and Archives is respectfully submitted for the Committee's consideration.

Attachments:

- a. Programme information page
- b. Proposed 2015 Operating Budget
- c. Proposed 2015-2019 Capital Budget
- d. Explanation of major budget items

Recommendation:

That the attached 2015 Operating Budget and 2015-2019 Capital Budget for the County Museum and Archives at Wellington Place be approved and forwarded to the Administration, Finance and Personnel Committee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart'.

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

2015 BUDGET

PROGRAMME OVERVIEW

Programme:	Wellington County Museum and Archives at Wellington Place
Department:	County Museum and Archives
Governance:	Information, Heritage and Seniors Committee

Programme Description

- The mission of the Wellington County Museum and Archives (WCMA) is to serve as a cultural centre providing resources, programmes, exhibits, support and services for the historical, educational and artistic interests of the communities of Wellington County. The WCMA is a National Historic Site and is housed in the oldest surviving house of industry in Canada.
- The WCMA offers year round programming including curriculum based school programmes, art workshops for adults, summer and March Break programmes for children, and festival days. While most of the programmes utilize the resources on site, special outreach programmes offer lectures and slide presentations for community groups. The WCMA also hosts many activities in support of community cultural events such as the annual Insights Art Show, Gallery Music Concerts, art exhibitions, etc.
- The County Archives is the designated repository for the historical records of the County of Wellington and its member municipalities. The Archives provides primary and secondary research materials for a variety of users including students, teachers, genealogists, historical society members, the press and the general public.
- The Nicholas Keith Room and the Aboyne Hall are available to community groups and private individuals to rent. These rooms are also used for museum events and educational programming.
- Wellington Place incorporates the land surrounding the Museum & Archives comprising 195 acres.

2015 Budget Highlights

Operating Budget

- Staffing: Annualization of the Programme Assistant and Curatorial Assistant
- New part-time Archives Assistant

Capital Budget

- Wellington Place Land projects include the continued development of "The Commons". The purchase of an emergency generator and grounds maintenance equipment in 2015. Resurfacing of the driveway and parking lots is planned for 2016 and 2017. Also in 2016 the installation of exterior and directional signage.
- Museum capital projects include the Coal room roof and wall repairs scheduled for 2015; the Pump House Ruins restoration in 2016 and an archeological dig at the old McLeister farmhouse location to be completed in 2018 and 2019.

Staff Complement (Full time equivalents)	2014	2015
Museum and Archives	17.2	18.0
Current employee count: 19		



County of Wellington

Museum & Archives at WP 2015 Operating Budget Estimate

	2014 Prelim Actuals	2014 Budget	2015 Budget	\$chg Budget	% chg Budget
Revenue					
Grants and Subsidies	\$52,264	\$52,300	\$52,300	\$0	0.0 %
Licenses, Permits and Rents	\$40,312	\$25,000	\$42,000	\$17,000	68.0 %
User Fees & Charges	\$61,674	\$60,000	\$60,000	\$0	0.0 %
Sales Revenue	\$3,566	\$11,000	\$7,200	\$(3,800)	(34.5)%
Other Revenue	\$4,258	\$7,000	\$5,000	\$(2,000)	(28.6)%
Total Revenue	\$162,073	\$155,300	\$166,500	\$11,200	7.2 %
Expenditure					
Salaries, Wages and Benefits	\$1,246,910	\$1,298,700	\$1,367,300	\$68,600	5.3 %
Supplies, Material & Equipment	\$145,989	\$166,000	\$153,700	\$(12,300)	(7.4)%
Purchased Services	\$262,916	\$251,300	\$363,400	\$112,100	44.6 %
Transfer Payments	\$3,875	\$7,000	\$5,000	\$(2,000)	(28.6)%
Insurance & Financial	\$17,410	\$19,000	\$17,300	\$(1,700)	(8.9)%
Internal Charges	\$10	\$0	\$0	\$0	0.0 %
Total Expenditure	\$1,677,111	\$1,742,000	\$1,906,700	\$164,700	9.5 %
Transfers					
Transfer to Capital	\$175,000	\$175,000	\$200,000	\$25,000	14.3 %
Total Transfers	\$175,000	\$175,000	\$200,000	\$25,000	14.3 %
NET COST(REVENUE)	\$1,690,037	\$1,761,700	\$1,940,200	\$178,500	10.1 %



COUNTY OF WELLINGTON 2015-2019 CAPITAL BUDGET

Programme/Service: **Museum and Archives at Wellington Place**
 Department: **County Museum and Archives**
 Governance: **Information, Heritage and Seniors' Committee**

Project Description	Gross Project Cost (Uninflated \$000's)					Total Project Cost	Sources of Financing				
	2015	2016	2017	2018	2019		Subsidy & Recoveries	Current Revenues	Reserves	Development Charges	Debentures
Museum and Archives											
1 Coal room roof and wall repairs	\$ 200					\$ 200		\$ 200			
2 Pump House/Lime Kiln Ruins		\$ 150				\$ 150			\$ 150		
3 Farm House Archeological Dig				\$ 50	\$ 125	\$ 175		\$ 175			
Wellington Place											
4 Grounds Equipment	\$ 85					\$ 85			\$ 85		
5 Development of "The Commons"	\$ 50					\$ 50			\$ 50		
6 Resurface Driveway & Parking Lot		\$ 150	\$ 250			\$ 400			\$ 400		
7 Wellington Place Signage			\$ 350			\$ 350			\$ 350		
8 Generator	\$ 200					\$ 200			\$ 200		
TOTAL	\$ 535	\$ 300	\$ 600	\$ 50	\$ 125	\$ 1,610	\$ -	\$ 375	\$ 1,235	\$ -	\$ -

SOURCES OF FUNDING BY YEAR	2015	2016	2017	2018	2019	TOTAL
Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues	\$ 200	\$ -	\$ -	\$ 50	\$ 125	\$ 375
Reserves	\$ 335	\$ 300	\$ 600	\$ -	\$ -	\$ 1,235
Development Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Growth Related Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debentures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 535	\$ 300	\$ 600	\$ 50	\$ 125	\$ 1,610

COUNTY OF WELLINGTON
2015 Budget – Museum and Archives
Explanation of Significant Budget items

Operating Budget

Revenue

- Revenue line items have been adjusted to levels anticipated in 2015, including an increase of \$17,000 in licenses, permits and rents that reflects an increase in facility rentals at the Museum for weddings, celebrations of life, business meetings, etc.

Expenditure

- A new part-time Archives Assistant beginning in June to replace a long-term volunteer
- Annualization of the Curatorial Assistant and Programme Assistant positions that were added in 2014
- Supplies, Materials and Equipment decrease reflects 2014 experience and the completion of one time telephone equipment upgrades in 2014
- Purchased services has increased significantly due to the incorporation of snow removal, salting, sanding and site maintenance costs associated with the Wellington Place campus that are now included in the Museum and Archives budget.

Capital Budget

Wellington Place campus development include:

- “The Commons” is a six-acre parcel of green space within Wellington Place that will serve as a landscaped open green space designed for informal public use. “The Commons” is part of the official Wellington Place Concept Plan that was approved by Council in 2011. An additional \$50,000 has been budgeted for 2015.
- Replacement of grounds maintenance equipment in 2015.
- Purchase and installation of an emergency generator for 2015. This will ensure that storage areas for historic artifacts will remain at the desired temperature and humidity levels. Maintaining heat and preventing frozen pipes and water damage is critical to protecting the collection but it is also during the summer months that a generator is important. Last summer, during the power outage, a significant part of the Museum’s collection developed mould growth due to the high temperatures and humidity levels within 48 hours. In addition, the Museum and Archives would serve as an emergency community space during power outages or for emergencies at the Terrace.
- Driveway and parking lot resurfacing is scheduled over 2016 and 2017.
- New exterior and directional signage is proposed for 2017.

Upgrades to the Museum and outbuildings include:

- The Coal room roof and wall repairs are scheduled for 2015.
- Pump House/Lime Kiln Ruins outdoor exhibit projects are scheduled for 2016. These sites are important to the House of Industry and Refuge, similar to the Cemetery and 1877 Barn that

were restored, interpreted and opened to the public. This project will be funded through donations to the Museum.

- A stage four level archeological dig at the McLeister farmhouse location has been pushed out to 2018 and 2019 to allow for the completion of the hospital construction. This site has been designated a significant cultural and heritage site that needs to be protected, further excavated, and interpreted.

The total levy requirement for the Museum and Archives is \$1,940,200 representing an increase of 10.1% from the 2014 budget.

COPY



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, May 13, 2015
Subject: **Wellington Place update**

Background:

Monitoring Well

Please find attached an Agreement between the County and A.O. Smith regarding a monitoring well located here at Wellington Place. The request initially came through the County's Planning department, where staff reviewed and approved the Agreement from their end. The Agreement was then forwarded to me as Administrator of Wellington Place for final approval, and it is provided here for the Committee's information. Residents in the area have received a letter (attached to this report) from A.O. Smith regarding the well and other drilling in the area, and any inquiries are handled by the company and its engineering firm. We are kept informed of monitoring results, etc. as per the Agreement.

The monitoring well is part of A.O. Smith's ongoing study in association with the Ministry of the Environment and Climate Change within its voluntary programme to investigate the subsurface conditions near industrial and commercial sites.

WP Servicing Infrastructure Project

Construction work has resumed this month at Wellington Place. Please find attached the latest Schedules for 2015. One schedule is from the electrical contractor and the other an overall schedule from EX-L the general contractor for remaining work to be completed on site.

General work to be completed from May until the end of July 2015:

- Electrical work, including poles, street lights
- Remove granular in islands
- Grade boulevards
- Sidewalks and coloured concrete
- Install signs at roundabout
- Topsoil in boulevards
- Landscaping
- Grade pond bottom, hydroseeding
- Final asphalt and lines painted

Hydro Service Provider at Wellington Place

Please find attached a letter from Wayne Dyce, VP of Centre Wellington Hydro, to the Ontario Energy Board. As background, the County and the Township indicated some time ago that CW Hydro is the preferred provider for the new hospital and the County's undeveloped lands at Wellington Place. CW Hydro launched a Service Area Amendment process with the Ontario Energy Board to become the hydro provider at our site as these lands are currently designated as Hydro One territory.

The OEB has held an oral hearing with Hydro One and CW Hydro, and as a result, CW Hydro requested an adjournment to the proceedings until the Hospital was in a position to provide more detailed drawings and load data for the future hospital. The Hospital has received Stage 2 approval from the Ministry, and now with Stage 3 well underway, those drawings and load data will be developed that will allow CW Hydro to provide the OEB with the information required to hopefully make a decision in CW Hydro's favour.

Recommendation:

That the Administrator's Wellington Place update report be received for information.

Respectfully submitted,



Janice Hindley
Administrator, Wellington Place, Museum and Archives



March 30, 2015

Subject:
Notification of Subsurface Drilling Activities
Township of Centre Wellington Right-of-Ways
Fergus, Ontario

Dear Resident:

This letter is to inform you of subsurface drilling activities you may observe in your neighbourhood. Work will be conducted in the vicinity of A.O. Smith's Canadian Head Office and Distribution Centre. The work is a part of our on-going study in association with the Ministry of Environment and Climate Change (MOECC) within their Voluntary Program to investigate the subsurface conditions near industrial or commercial sites.

Drilling typically entails the use of truck-mounted equipment and associated crews. We have coordinated with the Township of Centre Wellington to locate all underground utilities in the right-of-ways (e.g., sewer pipes, natural gas lines); consequently our drilling activities should not result in any interruption of services.

In our planning and equipment setup, we are mindful of traffic flow requirements and will ensure that any necessary obstructions are kept to a minimum and for as short a time as possible. It is our intent that this careful planning will not be an inconvenience to the community. Drilling activities are scheduled to extend to mid-April, absent unexpected delays due to weather. We will provide updates on this work as necessary.

Should you have any questions, please contact John Weiler of A.O. Smith at 519-843-1616 (Ext. 5521), Jennifer Son of ARCADIS at 519-886-7070 (Ext. 11) or Phil Shewen of the MOECC at 519-826-4262.

Sincerely,
A.O. Smith Enterprises Ltd.

A handwritten signature in black ink, appearing to read "John Weiler", written over the printed name.

John Weiler
Director of Finance and Administration



CENTRE WELLINGTON HYDRO LTD.
730 Gartshore St., P.O. Box 217, Fergus, Ontario N1M 2W8
PHONE: (519) 843-2900 FAX: (519) 843-7601

Delivered by Courier and RESS

February 26, 2015

Ontario Energy Board
P.O. Box 2319
2300 Yonge Street, 27th Floor
Toronto ON M4P 1E4

Attention: Board Secretary

Dear Ms. Walli:

**Re: Request for Adjournment
Board File No.: EB-2014-0221**

Pursuant to Procedural Order No. 3 (the "Procedural Order"), this letter is intended to provide an update regarding the planning associated with the Groves Memorial Community Hospital (the "Hospital") which is the subject of the above-noted service area amendment application. As noted in the Procedural Order, Centre Wellington Hydro Ltd. ("CWH") undertook to provide an update by the end of January, 2015. Please accept our apologies for the delay in providing this update as the parties were waiting for additional information to come to light.

CWH can update the Board that the Hospital has officially received Stage 2 approval from the Ministry of Health and Long-Term Care. Stage 2 approval comprised of documents which outline the functions, operations, staffing, major equipment, room and space requirements for each department or service in order to describe the components of the new building. Stage 2 approval also provided details of the facility's operating and capital funding requirements necessary to carry out the project. It is our understanding that projects receiving stage 2 approval are assigned to Infrastructure Ontario for delivery and completion.

The Hospital is now in the process of completing Stage 3 of the capital planning process for the facility. Stage 3 approval is the final step to be completed before contractors are selected for the bidding process and final design and construction proposal is chosen. Accordingly, when Stage 3 approval is granted, the County of Wellington (the "Developer") and the Hospital should be able to provide additional clarity regarding the final design and anticipated connection date.

Given that the planning for the Hospital continues to proceed and more details are expected with Stage 3 approval, CWH respectfully requests that the Board continue the adjournment to allow for additional information to be made available for the Board to make a permanent decision regarding the service area. CWH believes that a continuing adjournment provides the most expeditious process to get the Board the information required to render a decision without unduly



CENTRE WELLINGTON HYDRO LTD.

730 Gartshore St., P.O. Box 217, Fergus, Ontario N1M 2W8

PHONE: (519) 843-2900 FAX: (519) 843-7601

impacting the parties or having the potential for multiple hearings. CWH does not view this adjournment as creating any prejudice for Hydro One.

If the Board grants the adjournment, Centre Wellington will provide an update to the Board and parties at the end of April, 2015.

If there are any questions, please contact the undersigned.

Yours truly,

Wayne Dyce

cc: All Parties
J. Fernandes, Board Staff

[illegible]



INDUSTRIAL

COMMERCIAL

MUNICIPAL

IEC GROUP
341 JOHNSON ROAD
BRANTFORD, ONTARIO
N3T 5M1

PHONE (519) 753-7112
FAX (519) 753-1083

ELECTRICAL

CONTROLS

[illegible]

ACCESS AGREEMENT

THIS AGREEMENT made this 15th day of April, 2015.

BETWEEN:

A.O. Smith

(hereinafter called the "Owner")

PARTY OF THE FIRST PART

- and -

THE CORPORATION OF THE COUNTY OF WELLINGTON
(hereinafter called the "County")

PARTY OF THE SECOND PART

WHEREAS:

- A. The County is the owner of certain real property, namely the former CN right-of-way at 187 Beatty Line North shown as outlined on the photos attached hereto as Schedule "A", located in Fergus, Ontario (the "County Lands"). The Owner owns lands municipally described as 599 Hill Street West, Fergus, Ontario (the "Owner's Lands") outlined in Schedule "A" attached hereto;
- B. The Owner requires access to the County's Lands for the installation of a deep bedrock monitoring well outlined in Schedule "B" attached hereto;
- C. The Owner requires access to the County's Lands in order to undertake and implement the Work Plan outlined in Schedule "C" attached hereto (the "WP"); and

IN CONSIDERATION OF THE FOREGOING AND MUTUAL PROMISES CONTAINED IN THIS AGREEMENT AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES AGREE AS FOLLOWS:

1. Access to the County's Lands and Performance of the Work Plan (WP). The County grants the Owner and its agents access to the County's Lands, subject to the terms and conditions of this Agreement, for the sole purpose of allowing the Owner to carry out the WP at the sole expense of the Owner. Prior to conducting the WP on the County's Lands, the Owner or its agents shall provide the County with copies of all required approvals and with all details of the WP, including the exact locations of all boreholes, the depths of the boreholes and any instrumentation required within the monitoring well. The Owner or its agents shall give notice to the County if, when carrying out the WP, the WP must be amended to accommodate the conditions found on or under the County's lands in order to complete the hydrogeology investigations described in the Schedules attached hereto. The Owner or its agents shall also give reasonable notice to the County in advance of commencing work pursuant to the WP. The Owner and its agents shall comply with all applicable laws and regulations while carrying out the WP.
2. Construction Access. The Owner shall not use the recreational trail/former CN railway right-of-way for access to the monitoring well site by motorized vehicles or equipment. Access to the monitoring well site may be provided from adjacent land (owned by others) subject to land owner permission.
3. Cooperation and Coordination. The Owner and the County agree to cooperate and coordinate in good faith during the performance of the WP.
4. Information Sharing. The Owner shall provide the County with: (i) results of all monitoring/sampling/analyses in respect of the WP contemporaneously with the submission of such results to the Technical Standards and Safety Authority (TSSA) or Ministry of the

ACCESS AGREEMENT

Environment and Climate Change (MOECC); (ii) in a contemporaneous copy of any relevant correspondence to TSSA or MOECC relating to this matter, including a copy of all written reports provided to the TSSA or MOECC in respect to the WP;

In the event that the TSSA or MOE Feedback raises any concerns with the WP, the County shall meet with the Owner to discuss these concerns. Should the County require further consultation, the Owner shall put the County in contact with its environmental consultant. Subsequent to meeting with the Owner's environmental consult, the County, in its discretion, may refer these matters to its own consultant(s) for review.


Upon written request by the Owner, the County shall provide historical information and plans or drawings relating to the County's Lands to the extent such information, plans or drawings are reasonably available. The Owner shall reimburse the County for any reasonable costs incurred by the County in providing such information, plans or drawings.

5. County's External Costs and Property Access Fees. In addition, the Owner agrees to pay the County the amount of Five Hundred Dollars (\$500.00) annually as an access fee to the County's Lands until such time as the WP is completed. Payment shall be made annually to the County by June 1st.
6. Comprehensive Third Party Liability Insurance. The Owner agrees that it shall provide the County with a Certificate of Insurance indicating proof of comprehensive liability insurance of at least Two Million Dollars (\$2,000,000.00) naming the County and its agents as third party insured for all civil and environmental claims arising from the WP.
7. Waste Handling and Disposal. The Owner shall characterize, handle, store, and properly dispose of any wastes that are generated by the Owner or its agents in the performance of the WP, and in accordance with all applicable laws and regulations.
8. Schedules. Schedules A, B and C form part of this Agreement.
9. Successors and Assigns. This Agreement is binding upon and will ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and assigns.
10. Governing Law. This Agreement will be interpreted under the laws of the Province of Ontario.
11. Counterparts. This Agreement may be executed in one or more counterparts, all of which will be considered one and the same agreement.

IN WITNESS WHEREOF the Parties have caused the Agreement to be executed by their respective officers which are duly authorized, as of the date first above written.

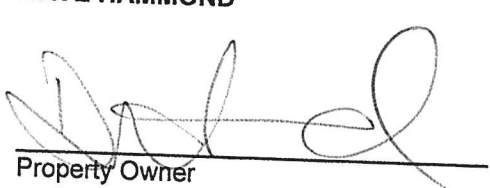
THE CORPORATION OF THE
COUNTY OF WELLINGTON

Per:


Janice Hindley
Museum and Wellington Place Administrator


Witness -

DAVE HAMMOND


Property Owner

I have authority to bind the Corporation

SCHEDULE "A"





SCHEDULE “B”

The installation of SW-02, the deep bedrock monitoring well at the location identified on the attached figure is proposed to determine the groundwater quality at the direction of the Ministry of the Environment and Climate Change (MOECC).

The installation of deep bedrock well SW-02 located south of the Site will include:

- Drilling through the overburden via a rotary based method to bedrock.
- A 4” steel casing would be installed to an appropriate depth within the consolidated rock (e.g. 10 meters) and cemented into place.
- Bedrock coring would then be completed through the casing to the final depth of the well - likely completed with approximately 10 m of open bedrock borehole.
- The bedrock wells will be developed following installation with an alternating surge block and pumping technique.

The final depth and approximate open borehole interval will be consistent with the majority of the residential wells located south of the Site to be between approximately 30 and 50 m deep.

The well shall be constructed no higher than finished grade.

SCHEDULE “C”

A. Timeline

The Owner anticipates that completion of the WP will take approximately three to six months, followed thereafter by periodic monitoring of the well.

B. Nature of the WP

The WP will occur in four (4) phases as outlined below.

- Public Relations Protocol
- Investigations
- Monitoring
- Closure

Phase 1: Public Relations Protocol

To assist the County in dealing with any issues or inquiries regarding the activities of the Owner on or near the County's Lands, the Owner agrees to advise the County reasonably in advance of any activities or work that may be taking place.

Phase 2: Investigation

The contemplated hydrogeology investigations may consist of the drilling of boreholes, the collection of soil samples, the installation of groundwater monitors, hydraulic testing of those monitors and the collection of groundwater samples for laboratory analysis. Any monitoring wells and any other installations shall be constructed, maintained and ultimately decommissioned in accordance with current Provincial standards, regulations and requirements.

Prior to commencing any fieldwork, service locates for any and all below ground or above ground services will be obtained. A site-specific health and safety plan will be prepared and followed throughout all aspects of the investigation. The drilling subcontractor will be supervised by the Owner or its agents at all times during the performance of the WP. The groundwater monitor will be completed as a “flush mount” that is level with the surface.

It will be necessary to gain access to the monitoring well from time to time to monitor water levels and obtain samples for laboratory analysis. Notification will be provided to the County in advance of when such access is required for sampling.

The Owner shall submit Municipal Road Occupancy and Access Permits, and detailed plans of all installations, scheduling, traffic control plans, and operational details, as part of the municipal approvals process. All necessary municipal applications will be submitted and any required permits will be secured in advance of the initiation of the WP.

In the event that the Owner needs to discharge treated or untreated effluent to either the storm or sanitary sewer systems of the Township, it must enter into an agreement with the Township regarding such discharges and associated fees to be paid to the Township.

Phase 3: Monitoring

Access to the monitoring well on the County's Lands for water level monitoring or sampling collection should require no more than 0.5 day for each event.

Phase 4: Closure

Upon completion of the WP, or if the County requires the WP to be concluded, including any required groundwater monitoring at the County's Lands, the Owner shall restore the County's Lands to their original condition to the satisfaction of the County.

The WP shall be completed to all provincial standards, regulations and requirements in effect at the time of completion. Upon completion of the WP, the monitoring well shall be decommissioned in accordance with provincial standards, regulations and requirements, current at the time of decommissioning. Any monitoring well that requires decommissioning prior to the completion of the WP shall be so decommissioned to the same requirements.

C. Traffic Control

Detailed traffic control plans are the responsibility of the Owner in accordance with Ontario Traffic Manual Book 7 and applicable traffic law. The WP will be scheduled, to the satisfaction of the County, to minimize traffic disturbance. In particular, it is anticipated that the County will not approve any traffic control plans that result in traffic disturbance on Fridays, Holiday Long Weekends or Community Event Days. Road closure is not foreseen and, if required, will be minimized. Traffic flows on and around the worksite will be

regulated by signage, barricades and, at any time that normal traffic flow patterns are interrupted, a flag person. As required, suitable barriers will be used to prevent vehicles from damage or pedestrians from injury. Adequate vehicle or pedestrian direction signs will be employed. Personnel will be used to direct traffic around the worksite.

D. Owner Contact Information

The Owner's contact for this Agreement shall be:

Att: Dave Hammond

A.O. Smith (or designate)
599 Hill St. W.
Fergus, Ontario
N1M 1G6

Phone: 519-787-5521

Fax: 519-787-5511

Email: dhammond@hotwater.com



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, May 13, 2015
Subject: **Family and Children's Services Guelph Wellington Records**

Background:

We were approached some time ago by staff and the Executive Director of Family and Children's Services Guelph Wellington about the feasibility of the County's Archives storing and making accessible, where possible, the organization's records. Following discussions, an agreement has been signed and a Finding Aid developed by Archives staff to the records that are now being housed in our facility. Many of the records have restricted access; others are open to the public and provide a fascinating history into an organization that started out as a Humane Society for animals that eventually extended to children and their families.

There is an interesting historic connection with the House of Industry and Refuge as children were initially inmates here at the Poor House until Children's Aid services in Guelph assumed that responsibility in the early 20th century.

In fact, the initial discussion between our staff and the FCSGW staff began with a donation from that organization last year of two documents from 1898. The County Clerk, James Beatty was writing to the Province of Ontario indicating that there were children in the County Poor House that should, under new legislation, be under the care of another agency. The Province responded by connecting the Humane Society of Guelph with Beatty to find suitable homes for these orphans.

The Agreement and Finding Aid are attached to this report for your information.

Recommendation:

That the Administrator's report on the Family and Children's Services Guelph Wellington Records be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'J. Hindley'.

Janice Hindley
Administrator, Wellington Place, Museum and Archives

Agreement

(Addendum to Consideration Form)

Parties

Wellington County Museum & Archives ("WCMA")

Family & Children's Services of Guelph and Wellington County ("F&CS")

The parties agree to the following:

Definitions

"Materials" refers to all records, documentation, bound volumes, sketches, diagrams, photos, recordings, in any form whatsoever that F&CS is depositing with the WCMA for consideration as a possible donation.

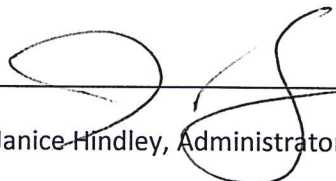
"Staff" refers to any employee and/or contractor who works for, or with, the WCMA or the County of Wellington.

Terms

1. F&CS retains sole ownership of the materials.
2. F&CS retains the right to inspect the materials during WCMA business hours, on reasonable notice to WCMA, unless an emergency circumstance reasonably warrants immediate inspection.
3. The materials will not be put on public display unless F&CS pre-approval is obtained.
4. F&CS retains sole right to grant access to the materials. WCMA and County of Wellington staff though may access the materials for purposes ordinary to WCMA cataloguing, preservation and other archival activities.
5. WCMA will be responsible for ensuring that any WCMA and County of Wellington staff who access the materials, maintains strict confidentiality regarding the materials' contents.
6. F&CS retains the right to refuse anyone access to the materials.
7. Should anyone contact WCMA seeking access to the materials, the WCMA will decline access and redirect the person(s) to F&CS for a decision on whether the access request should be granted.
8. WCMA will only grant access to the materials if advance F&CS approval is obtained, subject to the exceptions set out in his agreement.
9. This agreement comes into effect on May 1, 2015.
10. This agreement will be reviewed by, or on, May 1, 2020.
11. During the period of the agreement's review, the terms of this agreement will prevail.

12. Despite any of the foregoing, F&CS retains the right to require the return of the materials at any time. WCMA will return the materials, if F&CS requests, within a reasonable period in the circumstances.

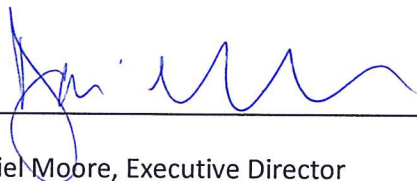
Signed at Guelph-Wellington, Ontario on April 16 2015.



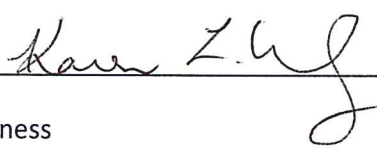
Janice Hindley, Administrator
For WCMA

Witness

Signed at Guelph-Wellington, Ontario on April 20 2015.



Daniel Moore, Executive Director
For F&CS



Witness

Wellington County Archives: A2015.46

Family and Children's Services of Guelph and Wellington County fonds, 1893-1993.

Guelph Humane Society, 1893-1904

The Guelph Humane and Children's Aid Society, 1904-1906

The Humane and Children's Aid Society of the City of Guelph and the County of Wellington, 1906-1927

The Children's Aid Society of the City of Guelph and the County of Wellington, 1927-1985

Family and Children's Services of Guelph and Wellington County, 1985-present

These records are closed to the general public because they contain personal information banks. Anyone wishing access will be directed to Family and Children's Services of Guelph and Wellington County staff.

SERIES 1: Minutes, annual meetings, membership, bylaws and resolutions, 1893-1993.

Sub-series 1: Minutes, 1893-1989.

Sub-series 2: Annual meetings, 1893-1961.

Sub-series 3: Membership, 1908-1993.

Sub-series 4: Bylaws and resolutions, 1893-1942.

SERIES 2: Board of Directors records, 1938-1960.

Sub-series 1: Minutes and meeting files, 1938-1960.

Sub-series 2: Local Director's reports, 1955-1959.

SERIES 3: Financial records, 1901-1987.

Sub-series 1: Financial reports, 1901-1987.

Sub-series 2: Children in Care – Trust Accounts, 1920-1934.

SERIES 4: Personnel records, 1931-1962.

SERIES 5: Committee records, 1942-1981.

SERIES 6: Reports and diaries, 1894-1983.

Sub-series 1: Inspector's reports, 1894-1932.

Sub-series 2: Inspector's diaries, 1914-1916; 1922.

Sub-series 3: Shelter / Matron's reports, 1897-1934.

Sub-series 4: Executive Director's reports, 1958-1983.

SERIES 7: Correspondence re case files, 1878, 1894-1950.

Sub-series 1: Reverend Amos Tovell, correspondence files, 1908-1966 [predominantly 1923-1935].

Sub-series 2: Correspondence case files, 1900-1936.

Sub-series 3: Correspondence case files, 1878, 1896-1944.

Sub-series 4: General correspondence with the public and other agencies/institutions, 1894-1950.

Sub-series 5: Miss Belle Dauphinee, Superintendent, 1940-1956.

SERIES 8: Memos, 1962-1988.

Sub-series 1: Memos from Executive Director, 1962-1988.

Sub-series 2: Memos from Ontario Director of Child Welfare / Ministry of Community and Social Services, 1966-1979.

SERIES 9: Programme files, 1922-1987.

Sub-series 1: British child guest files, 1940-1945.

Sub-series 2: Children's patrol files, 1941-1951.

Sub-series 3: Juvenile delinquent files, 1923-1937.

Sub-series 4: Unmarried parents files, 1922-1939.

Sub-series 5: Big Brother files, 1937.

Sub-series 6: Family Counselling pilot project files, 1958-1987.

SERIES 10: Administrative files, 1921-1992.

Sub-series 1: Miscellaneous 20th century administrative files, 1942-1984.

Sub-series 2: Building files, 1921-1992.

SERIES 11: Guest books, 1911-1945; 1978.

SERIES 12: Organizational history files, 1894-1993.

Sub-series 1: Scrapbooks and newspaper clippings, 1914-1988.

Sub-series 2: Historical files, 1894-1993.

Sub-series 3: Centennial celebration records, 1992-1993.

SERIES 13: Publications, 1937-1987.

WELLINGTON COUNTY HISTORICAL SOCIETY

P.O. Box 5 • Fergus • Ontario • CANADA • N1M 2W7

George Bridge, Warden
COUNTY OF WELLINGTON
74 Woolwich St, Guelph, ON
N1H 3T9

Greetings Warden Bridge

I am writing to you on behalf of the Wellington County Historical Society.

A long-time member of our Society, Mrs. Leone Hinds (who some members of County Council may remember as a journalist with the *Guelph Mercury*) alerted us to the approaching 175th Anniversary of the proclamation of the District of Wellington which occurred 18 June 1840.

Our Society is making plans to celebrate this occasion a couple of days later, at Doors Open Centre Wellington, 20 June at the Museum and Archives. For this, we are planning a brief appearance by the Duke of Wellington, in the person of actor Gary Bryant.

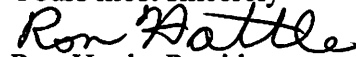
We are being joined in this by the Museum, and the South Wellington Coin Club, who are proposing to commemorate the occasion with a reproduction of the District 5 shilling note, and a metal token, perhaps bearing an image of the Court House (which, with a gaol, was a required element of becoming a District).

In addition, the Society would appreciate your granting us a brief appearance for a presentation to County Council on 25th June.

Perhaps the current Duke of Wellington (Arthur Charles Valerian Wellesley, born 1945) should be invited. If so, that letter should probably come over your signature.

If there questions about any of the above, or if further clarification is needed, please contact me at <ronhattle@gmail.com> or by phone (519) 546-3460.

Yours most sincerely



Ron Hattle, President

copies: Scott Wilson, C.A.O.

Donna Bryce, County Clerk

Janice Hindley, Wellington Place Administrator

Rob Black, Chair, Information, Heritage and Seniors Committee

15 March 2015



Wellington County Museum and Archives Newsletter Volume 29, Issue 5 May 2015



The Amazing Spider-Man Comic Book Collection

May 16 - November 8

Unwebbing Peter Parker/Spider-Man: A Comic Convention Panel
Thursday, May 21 at 6:00 pm
Doors Open at 5:00 pm; Admission is by donation.

novels that tell a story with a few words and great illustrations. I love the art work, as many collectors do, and as a teen learned how to express myself by drawing super heroes. Reading and collecting comics helped to define me in my youth and to this day, it remains a favourite pastime."

Spider-Man has been a much loved comic book character since 1962. "Spider-Man comics are half soap opera and half action. The story of the life of Peter Parker, his relationships with Mary Jane Watson (girlfriend), Aunt May and his friends, are the most interesting part of what makes Spider-Man popular," says a local collector from Fergus. With over 1,000 issues in his collection, he has opted to remain anonymous, much like the character of Peter Parker. The secret collector is honoured to be sharing over thirty of his most treasured issues with the Museum this spring and summer. "I enjoyed reading comics because it was easier than tackling a novel, and at least as interesting! Comic books are graphic



Aboriginal Heritage Festival

At the Wellington County Museum and Archives

Saturday, May 2 - 1:00 pm to 5:00 pm

A Celebration of
Aboriginal Art and
Culture - **All Are Welcome**



A CELEBRATION OF ABORIGINAL ART AND CULTURE FEATURING:

● Guest Artisans ● Vendors' Marketplace ● Music, Dance and Traditional Food
● Metis games and intro to Lacrosse ● Guest presenters will include Jan Sherman: **A Journey Around the Medicine Wheel**; Lois MacDonald: **Seven Grandfather Teachings/Becoming Your own Leader**, and Tammy Tipler-Priolo: **Researching Your Aboriginal Ancestors**

Admission: \$5.00 per person or \$12.50 per family. For more information, please contact the Wellington County Museum and Archives at 519.846.0916 x 5224 or Libby Walker, Activity Programmer at libbyw@wellington.ca.

ZOONGEHESHKWAAD: Student Art Inspired by First Nations, Metis and Inuit Culture and Art. New this year as part of the 2015 Aboriginal Heritage Festival, students from both local school boards were invited to submit art for this juried art show!

The show runs from **April 30 to June 21**. An Opening Reception will be held **Thursday, April 30 at 7:00 pm**. All are welcome to attend. Light refreshments will be available. With over 100 pieces submitted, make sure to visit and enjoy artists of the future.



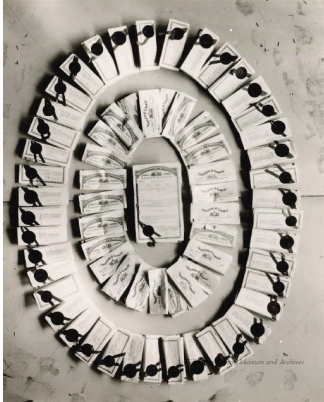
Museum and Archives VICTORIA DAY WEEKEND HOURS

Saturday, May 16 - 1:00 pm to 5:00 pm Sunday, May 17 - 1:00 pm - 5:00 pm Monday, May 18 - **CLOSED**

Events and Other Happenings

ArtiFACT Stories:

Beatty Bros. of Fergus, patents and catalogues, 1890-1977



The Wellington County Museum and Archives was lucky to receive a donation of Beatty Bros. patents recently. This collection will make a valuable resource for researchers and historians. The patents reveal a variety of information. For example, Beatty Bros. were known for items such as their washing machines, but they also made innovations

to items such as fruit picking ladders. They also show that the Fergus-based company had international reach and received patents from the U.S., Britain, Australia, and New Zealand.

Perhaps you have some Wellington County business records (e.g. receipts, patents, etc.) that you would be interested in donating. If so, please contact the Archives at 519.846.0916 x 5225.

ART WORKSHOPS 2015 - Celebrating 20 years!



Since 1995, the Wellington County Museum and Archives has offered a diverse selection of media and skills, all taught by the area's top art instructors. This summer, we are offering a variety of two, three and

five-day sessions. Whether you want to "brush up" existing abilities or discover new ones, there is sure to be a course that will inspire you! Enrolment is limited, so register early! To see the full roster of courses, visit the Museum website at www.wellington.ca/museum.

The Wellington County Museum and Minga Skill Building Hub present the Spring 2015 Heritage Skills Workshops.

Sourdough Bread Workshop - May 16 from 10:00 - 2:00 pm

COST: \$60.00

Join us Saturday morning to explore one of the most ancient human activities - baking bread. We'll make bread using the traditional sourdough technique. You'll leave the workshop with a fresh batch of dough to bake the next day, a freshly baked loaf of bread, a healthy and predictable sourdough starter, and the knowledge and confidence needed to make high-quality, rustic sourdough bread at home.

Old fashioned skills for modern self-reliance.

Fermenting Sauerkraut and Kimchee Workshop: June 14 from 10:00 - 2:00 pm

COST: \$55.00

Humans have been fermenting food for hundreds of years. Microscopic organisms transform food to extend its usefulness. Fermentation makes food more nutritious and tasty. Two fermented favourites are Sauerkraut and Kimchee. Come and learn how to make these and other fermented foods. You'll get a finished product to take home, samples of ferments, as well as recipes and notes. This is a hands-on workshop. Please prepare to get your hands dirty.



A NATIONAL HISTORIC SITE

located on Wellington Road 18 between Fergus and Elora

www.wellington.ca/museum

T 519.846.0916 x 5221 Toll Free 1.800.663.0750 x 5221



Alternate formats available upon request.



County of Wellington
Homes for the Aged
Statement of Operations as of
30 Apr 2015

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$8,081,200	\$862,856	\$2,829,575	35%	\$5,251,625
Municipal Recoveries	\$112,000	\$0	\$110,000	98%	\$2,000
User Fees & Charges	\$4,256,000	\$351,306	\$1,390,556	33%	\$2,865,444
Other Revenue	\$0	\$1,548	\$4,140	0%	\$(4,140)
Total Revenue	\$12,449,200	\$1,215,710	\$4,334,271	35%	\$8,114,929
Expenditures					
Salaries, Wages and Benefits	\$14,382,500	\$1,366,270	\$4,926,082	34%	\$9,456,418
Supplies, Material & Equipment	\$1,191,800	\$88,886	\$335,657	28%	\$856,143
Purchased Services	\$982,100	\$62,796	\$318,080	32%	\$664,020
Insurance & Financial	\$32,000	\$0	\$32,062	100%	\$(62)
Debt Charges	\$1,964,000	\$4,896	\$592,566	30%	\$1,371,434
Internal Charges	\$1,139,900	\$109,405	\$365,898	32%	\$774,002
Total Expenditures	\$19,692,300	\$1,632,253	\$6,570,344	33%	\$13,121,956
NET OPERATING COST / (REVENUE)	\$7,243,100	\$416,543	\$2,236,073	31%	\$5,007,027
Transfers					
Transfer to Capital	\$95,000	\$0	\$95,000	100%	\$0
Transfer to Reserves	\$250,000	\$0	\$250,000	100%	\$0
Total Transfers	\$345,000	\$0	\$345,000	100%	\$0
NET COST (REVENUE)	\$7,588,100	\$416,543	\$2,581,073	34%	\$5,007,027



County of Wellington

05-May-2015

Homes for the Aged Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending April 30, 2015

	Approved Budget	April Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		Remaining Budget
					Total	% of Budget	
Resident Vans	\$85,000	\$0	\$0	\$21,821	\$21,821	26 %	\$63,179
Furniture Replacements	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
2015 Nursing Equip Replacement	\$35,000	\$0	\$0	\$0	\$0	0 %	\$35,000
2015 Resident Equipment Lifts	\$60,000	\$25,871	\$26,246	\$0	\$26,246	44 %	\$33,754
Total Homes for the Aged	\$220,000	\$25,871	\$26,246	\$21,821	\$48,067	22 %	\$171,933



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, May 12, 2015
Subject: **2015-2019 Five Year Plan Forecast for Wellington Terrace - Revisited**

Background:

The County's five-year plan represents a forecast of future infrastructure and service level needs that allows staff to continuously monitor County funding requirements and adequately plan to meet these needs. The budget approval process, while taking into account the forecasted years 2 through 5 of the five-year plan, results in the approval of those projects and operational impacts in the current budget year only. All future forecasted capital and operational impacts within the five-year plan are to be reviewed on an annual basis through the budget approval process.

The County's 2015 budget was approved on January 29, 2015. At that time, Council requested an additional review of the 2015-2019 five-year plan before the 2016 budget process began, with a specific focus on the operating and capital impacts planned through the 2016-2019 period. Each committee will be presented with the 2015-2019 five-year plan report and forecast that was presented in January for their respective departments. The purpose of this review is for Council to identify areas of concern or changes to priorities prior to the development of the 2016 Budget and Five-Year Plan.

Additional information on operating or capital impacts can be provided if requested by the committee.

Recommendation:

That the attached 2015-2019 five year plan report for the Wellington Terrace be received for information; and

That Council identify any areas of concern or changes in priorities to be considered for the 2016 Budget and Five-Year Plan Process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart".

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Wednesday, January 14, 2015
Subject: **2015 Budget - Wellington Terrace**

Background:

The 2015 Budget package for Wellington Terrace is respectfully submitted for the Committee's consideration.

Attachments:

- a. Programme information page
- b. Proposed 2015 Operating Budget
- c. Proposed 2015-2019 Capital Budget
- d. Explanation of major budget items

Recommendation:

That the attached 2015 Operating Budget and 2015-2019 Capital Budget for Wellington Terrace be approved and forwarded to the Administration, Finance and Personnel Committee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart'.

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

2015 BUDGET

PROGRAMME OVERVIEW

Programme:	Wellington Terrace
Department:	Homes for the Aged
Governance:	Information, Heritage and Senior's Committee

Programme Description

Wellington Terrace is a 176 bed long term care home located between Fergus and Elora, and is operated under the standards of care defined by the provincial Ministry of Health and Long Term Care.

Our Mission Statement reads "Wellington Terrace is a long term care community creating the best quality of life through love, care and dignity."

By agreement, Wellington Terrace also acts as the Home for the Aged for the City of Guelph and the City is responsible for funding 20% of net costs. This agreement is ending as of January 31, 2015 as the City has designated the Elliot as its municipal Home for the Aged.

2015 Budget Highlights

- The end of the cost sharing agreement with the City of Guelph in January 2015 results in a significant loss of municipal revenues of \$1.2 million. The municipal recovery has been reduced to one month's amount for January (\$112,000). The City used to pick up 20% of net municipal costs as an approximation of the number of City residents taking up home in the facility.
- The transfer to reserve amount for provision for capital replacement has been reduced to \$250,000 to reflect the City's ending of their agreement with the Terrace
- Reallocation of PT Personal Support Worker hours to create eight full-time positions using equivalent part-time hours, with resulting increases to the backfill of the full-time positions.
- Capital projects include replacing nursing equipment - \$265,000 over the five years, and the purchase of resident lifts - \$60,000 per year over the five years.
- 2015 projects include the replacement of staff and resident chairs, and a boiler replacement to ensure sufficient heat in the building.

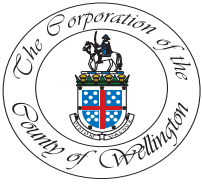
Staff Complement (Full time equivalents)	2014	2015
Wellington Terrace Administration	4.6	4.6
Housekeeping	17.0	17.0
Laundry	3.0	3.0
Maintenance	3.2	3.5
Life Enrichment	10.7	10.7
Volunteer Coordinator	1.0	1.0
Nursing Administration	4.8	4.8
Nursing Direct Care	115.4	116.6
Nutrition	30.2	30.6
Total	190.2	191.8
Current employee count: 282		



County of Wellington

Homes for the Aged 2015 Operating Budget Estimate

	2014 Prelim Actuals	2014 Budget	2015 Budget	\$chg Budget	% chg Budget
Revenue					
Grants and Subsidies	\$8,140,811	\$7,898,200	\$8,081,200	\$183,000	2.3 %
Municipal Recoveries	\$1,272,779	\$1,309,000	\$112,000	\$(1,197,000)	(91.4)%
User Fees & Charges	\$4,139,922	\$4,182,500	\$4,256,000	\$73,500	1.8 %
Other Revenue	\$29,355	\$0	\$0	\$0	0.0 %
Total Revenue	\$13,582,867	\$13,389,700	\$12,449,200	\$(940,500)	(7.0)%
Expenditure					
Salaries, Wages and Benefits	\$13,704,103	\$13,989,300	\$14,382,500	\$393,200	2.8 %
Supplies, Material & Equipment	\$1,192,314	\$1,182,300	\$1,191,800	\$9,500	0.8 %
Purchased Services	\$1,010,834	\$974,800	\$982,100	\$7,300	0.7 %
Insurance & Financial	\$31,682	\$32,000	\$32,000	\$0	0.0 %
Minor Capital Expenses	\$12,890	\$0	\$0	\$0	0.0 %
Debt Charges	\$1,941,577	\$1,964,000	\$1,964,000	\$0	0.0 %
Internal Charges	\$1,029,503	\$1,083,100	\$1,139,900	\$56,800	5.2 %
Total Expenditure	\$18,922,902	\$19,225,500	\$19,692,300	\$466,800	2.4 %
Transfers					
Transfer to Capital	\$128,000	\$128,000	\$95,000	\$(33,000)	(25.8)%
Transfer to Reserves	\$250,000	\$1,393,000	\$250,000	\$(1,143,000)	(82.1)%
Total Transfers	\$378,000	\$1,521,000	\$345,000	\$(1,176,000)	(77.3)%
NET COST(REVENUE)	\$5,718,035	\$7,356,800	\$7,588,100	\$231,300	3.1 %



COUNTY OF WELLINGTON 2015-2019 CAPITAL BUDGET

Programme/Service: **Wellington Terrace**
 Department: **Homes for the Aged**
 Governance: **Information, Heritage and Seniors' Committee**

Project Description	Gross Project Cost (Uninflated \$000's)					Total Project Cost	Sources of Financing				
	2015	2016	2017	2018	2019		Subsidy & Recoveries	Current Revenues	Reserves	Development Charges	Debentures
1 Nursing Equipment Replacements	\$ 35	\$ 60	\$ 60	\$ 60	\$ 50	\$ 265		\$ 265			
2 Resident Equipment Lifts	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 300		\$ 300			
3 Boiler Replacement	\$ 155					\$ 155			\$ 155		
4 Furniture Replacements	\$ 40					\$ 40			\$ 40		
TOTAL	\$ 290	\$ 120	\$ 120	\$ 120	\$ 110	\$ 760	\$ -	\$ 565	\$ 195	\$ -	\$ -

SOURCES OF FUNDING BY YEAR	2015	2016	2017	2018	2019	TOTAL
Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues	\$ 95	\$ 120	\$ 120	\$ 120	\$ 110	\$ 565
Reserves	\$ 195	\$ -	\$ -	\$ -	\$ -	\$ 195
Development Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Growth Related Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debentures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 290	\$ 120	\$ 120	\$ 120	\$ 110	\$ 760

COUNTY OF WELLINGTON
2015 Budget – Wellington Terrace
Explanation of Significant Budget items

Operating Budget

Revenues

- Grants and Subsidies: the County receives an operating per diem amount which is currently set at \$158.75 for 2015. The provincial grant associated with the redevelopment of the Terrace in 2005/2006 is \$10.35 per resident day which totals \$665,000 annually for 20 years. The budgeted revenue incorporates the 2015 per diem changes as well as the County's updated case mix index. This revenue increase over 2014 is expected to be \$180,000. Additional revenue includes \$150,000 in funding for physiotherapy provided by Red Cross Care Partners offsetting this amount is a transfer through purchased services to the service provider.
- Resident co-payment fees and preferred accommodation revenue is expected to be similar to 2014. A maximum of 60% of the 176 beds can be charged at the preferred rate and the County is at the maximum occupancy level.
- The end of the cost sharing agreement with the City of Guelph on January 31, 2015 results in a significant loss of municipal revenues of \$1.2 million. The municipal recovery has been reduced to one month's amount for January (\$112,000). The City used to pick up 20% of net municipal costs as an approximation of the number of City residents taking up home in the facility. They now have designated the Elliot as their municipal home for the aged. The transfer to reserve line in turn has been reduced to reflect the change in municipal funding.

Expenditures

- Staff have proposed a reallocation of part-time hours to full-time hours for existing Personal Support Workers. In an effort to maintain staff satisfaction and retention as well as ensure consistency of resident care, eight full time positions have been created utilizing hours worked by existing part time and permanent part time staff. The impact of these changes is an increase to staffing costs of \$100,000 as a result of the increased benefits as well as additional backfill requirements due to increased FT staffing.
- Supplies, material and equipment includes costs associated with running the Terrace facility on a day-to-day basis, the largest cost of which is raw food for the residents (\$705,000)
- The purchased services includes utilities, maintenance costs and repairs associated with the Terrace building as well as the equipment at the facility
- The 2015 internal charges reflect indirect costs for finance, human resources, property, information technology and clerks which are included in the administration budget as well as two human resources staff who work full-time at the Terrace
- The provision for capital replacement as a transfer to reserve amounts to \$250,000 in 2015, in order to provide funding for the replacement of major facility components at the Terrace.

Capital Budget

In accordance with the Capital Budget and Long Term Financing Policy, capital works include those initiatives that have a long-term benefit to the corporation and whose capital cost is at least \$25,000.

Capital works include:

- Replacing nursing equipment - \$265,000 over the five years. With the opening of the new Terrace facility in 2006 all of the nursing equipment was purchased at the same time resulting in the requirement to replace the equipment at approximately the same time. In order to smooth the financial impact staff are working to make these purchases over several years.
- The purchase of new resident lifts - \$300,000 over the five years.
- Replacement of the heating boiler (emergency repair approved by Council the fall of 2014) and furniture replacements are also included in 2015.

The County levy requirement for the Terrace is projected to be just under \$7.6 million in 2015, an increase of \$231,300 over 2014.

2015 Quality Report – Wellington Terrace LTCH

	Total Previous Year	January	February	March	April	May	June	July	August	September	October	November	December	Total for 2015
Human Resources														
New hires	45	0	0	2										
Exiting Employees	33	0	2	1										
# calls to Ministry of Labour	1	0	0	0	1									
Lost hours due to workplace injury	0	0	15 (1 employee)	0										
Hours worked by employees in modified role (WSIB)	899.5	45 (1 employee)	60 (2 employees)	30 (1 employee)										
Excellence in Care														
% of residents who have had a fall in the last 30 days		21.3%* (Province 13.8%)	n/a	21.5%* (Province 14%)	n/a									
% of residents who were physically restrained		7.3%* (Province 8.1%)	n/a	3.9%* (Province 7.7%)	n/a									
% of residents who had a pressure ulcer that recently got worse		3.9%* (Province 3.3%)	n/a	2.9%* (Province 3.3%)	n/a									
# of Emergency Room visits experiencing illness		3	0	0	1									

listed on page 3														
% of residents on antipsychotics without a diagnosis of psychosis		31%* (Province 29%)	n/a	29.7%* (province 28.1%)	n/a									
% of residents with worsening bladder control		10.2%* (19.2%)	n/a	14.5%* Province 18.9%)	n/a									
# of outbreak days		20	0	0	0									
Census/ Compliance														
# of deaths	70	9	2	7	4									
Inspection: # areas in non compliance	8 (annual RQI)	0	0	0	0									
Risk Prevention														
Review of Fire Plan through Fire Drills completed	12/12	yes	yes	yes	yes									
Reporting to Ministry of Health														
# of Formal Complaints made by family or resident	2	0	0	0	0									
# of Critical Incidents	13	2 1 Outbreak 1 abuse allegation *retracted	0	0	2 (1 verbal abuse) (1 resident to resident)									

NA = Some HR and clinical data will not be available until the final report for the month is completed

*January data is from q 2 2014 (July-Sept 2014), March data nursing quality indicators reflect Oct –Dec 2014

Supporting Data for Report

Definitions:

Human Resources:

Calls to Ministry of Labour occur where an accident occurred. Employee or resident has lost consciousness or fractured a bone and requiring hospital attention from an accident.

Hours lost to employees in modified role (WSIB) – number of hours is tracked where staff is working in a modified role until they can return to full duties.

Fall with injury: injury may include redness, pain or fracture, or break in skin integrity.

Skin and Wound Management at Wellington Terrace

Wellington Terrace has a formal skin and wound care program lead by two RNs with a special interest in wound care. Recently, we have conducted education for all RNs and RPNs on the staging and treatment of wounds. We have the expertise of an advanced wound care therapist who will do advanced treatment plans on the request of the home. We have medical directives in place for treatments with a quality dressing.

Emergency Department Visits:

The Ministry of Health views some visits to the Emergency Department as ‘potentially preventable’. The conditions we will report on where a visit may not have been necessary include: Angina, Asthma, Cellulitis, Chronic Obstructive Pulmonary Disease (COPD), Congestive Heart Failure, Septicemia, Dehydration, Dental conditions, Diabetes, Gastroenteritis, Grand mal seizure disorders, Hypertension, Hypoglycemia, Injuries from falls, Mental health/behavioural disorders, Pneumonia, severe ear, nose and throat disorders.

What makes residents in LTC more susceptible to skin and wound issues?

- Increased aging of the skin `thin skin`
- Nutritional status compromised related to medical diagnosis
- Cognitive impairment- more bumping into and accidents
- Impaired mobility- not repositioning selves regularly.
- Dehydration
- Steroid use

Current processes to mitigate responsive behaviours:

- The home follows a Gentle Persuasion Approach Philosophy. There are 3 education sessions held per year. Focus of this program is respectful, non violent, self protective strategies for staff to use when dealing with a resident with responsive behaviour.
- Responsive behaviour program. Focus is on reporting responsive behaviours so all team members are aware of potential resident action. These incidents are recorded in the resident progress notes and read q shift at report.
- The Behaviour Support Team reviews all responsive behaviour progress notes and follows up when required. Determines if resident requires increased assessment or if the change can be attributed to a clinical reason. The BSO along with the team develops individualized toolboxes for all staff to review. These tool boxes contain information on resident triggers for responsive behaviours as well as interventions to mitigate responsive behaviours.
- Weekly team meetings are held to discuss resident specific case studies and problem solve. Specific techniques for preventing or responding to responsive behaviour are shared.
- Care plans are updated as required to include specific approaches recommended when doing residents care (complete care with two PSWs, for example)
- All direct care staff carry walkie talkies so they are able to quickly deploy assistance if required.
- Wellington Terrace is supported by external expertise – Psychogeriatric Resource Consultant (PRC). We hold monthly Psych clinics under the direction of a Geriatric Psychiatrist

Let's Make Healthy
Change Happen.



Quality Improvement Plan (QIP) Narrative for Health Care Organizations in Ontario



4/1/2015

This document is intended to provide health care organizations in Ontario with guidance as to how they can develop a Quality Improvement Plan. While much effort and care has gone into preparing this document, this document should not be relied on as legal advice and organizations should consult with their legal, governance and other relevant advisors as appropriate in preparing their quality improvement plans. Furthermore, organizations are free to design their own public quality improvement plans using alternative formats and contents, provided that they submit a version of their quality improvement plan to Health Quality Ontario (if required) in the format described herein.

ontario.ca/excellentcare

Overview

Wellington Terrace is a 176 bed long term care home operated by the County of Wellington.

Wellington Terraces Mission Statement is "together our team is committed to providing compassionate care honouring the unique needs of each resident."

Wellington Terrace is divided into 6 resident home areas with 28-30 residents living on each area. We believe that resident and family satisfaction is higher when residents are grouped together with other residents of similar care needs. We have three neighborhoods that are considered dementia support, 2 heavier physical care neighborhoods where residents may present with more clinically complex needs and one neighborhood that is a lighter care neighborhood.

Our team establishes quality improvements based on feedback we receive from the residents who live in our home as well as local and provincial initiatives.

The annual resident survey is conducted in March and we are pleased that over 80 residents and families take the time to provide us with their feedback. In 2014 100 % of our residents and families said that they feel safe in the home. 100% stated that the home provides an environment that promotes client safety. 100% said that they would recommend Wellington Terrace to friends and family.

Our home is committed to ensuring that we follow best practices in geriatric care. As such, we have a strong focus on falls prevention, skin and wound management, dementia supports, continence care and infection control. Each of these programs is led by an RN champion who guides the team in setting goals and implementing best practices. We are continually auditing our practices and benchmarking ourselves against other homes.

99% of the staff, 95% of residents and 70% of volunteers in our home received their annual flu shot in 2014/2015.

Three years ago the Ministry of Health and long term care provided additional funding for homes to have dedicated staff to participate in the behaviour support program. The purpose of this program is to advise on best practice care strategies to best respond to residents with responsive behaviours. We have a fulltime PSW and part time RPN who are dedicated to this program. Their role is to assist residents in their transition to the home, identify Montessori based activities that the resident may be interested in to give them a sense of purpose and meaning as well as educate staff and continue to build capacity for the entire team to support the resident. The Behaviour Supports Team do not act alone. Wellington Terrace has committed to Gentle Persuasion Approaches (GPA) training through our strategic plan over the past 5 years. Today over 85% of our staff are trained. We believe all staff have a responsibility to support our residents.

Integration and Continuity of Care

Our organization enjoys a number of collaborations with community partners.

We are supported by the nurse led outreach team who have the mandate to assist homes to prevent avoidable emergency department transfers. The outreach nurse has supported us in coordinating the administration of IV therapy in our home.

The home refers to the RNAO Best Practice Initiatives to support the practices of our core clinical programs. We have recently participated in the collaborative on pressure ulcer prevention and in the fall of 2015 we will be implementing the Best Practice guideline on falls prevention.

We collaborate with our local public health unit on our vaccination program and outbreak management. We participate in infection control initiatives in collaboration with public health Ontario such as the Just Clean your Hands campaign.

The home is a member of the Ontario Association of Not for Profit Homes and Services for Seniors.

The Administrator of the home serves as the LHIN liaison for the OANHSS homes of Waterloo Wellington. Wellington Terrace participates in the Geriatric Services Network and LTC Network.

Challenges, Risks and Mitigation Strategies

Residents entering long term care are more clinically complex and frail than they have been in the past. Residents length of stay has decreased significantly because they are coming to the Terrace further along in their aging process than in previous years. This is due to aging at home strategies in their community. Often people entering long term care present with compromised nutrition and hydration. These realities mean that residents are at high risk for falls and skin integrity issues.

Wellington Terrace has a restraint free philosophy that respects the autonomy, quality of life and preservation of dignity for all residents. Our falls rate is higher than the provincial average in large part because we do not use restraints in our home. We employ many strategies to reduce falls or decrease falls with serious injury but we know that all falls cannot be prevented.

Over 85% of the residents who live in our home have some form of cognitive impairment. Dementia is an umbrella term used to describe several diseases including alzheimer's disease, lewy body dementia, frontotemporal lobe dementia, and cognitive impairments as a result of Parkinson's disease or vascular disease. In addition, some residents have a developmental delay or acquired brain injury which have led to a cognitive impairment. There is no cure for this illness that is often insidious, prolonged and unpredictable.

Dementia not only leads to memory impairment it also causes functional impairments such as how to walk, how to eat and conduct basic activities of daily living. Some residents experience responsive behaviours as a result of their dementia. These behaviours may include verbal or physical interactions or sexual disinhibition. We use the term responsive behaviors because we believe that the resident is responding to something in their environment that is causing the behaviour. As such, care staff become detectives and try to determine what is causing the behaviour. It could be that the resident is in pain, is too warm, hungry, has an infection or that there is too much noise in the environment. The staff develop an understanding of what triggers the residents behaviour and what strategies can be put in place to mitigate the behaviour. We recognize that the resident is not able to change their response so we must alter the environment, approach or care strategies.

Dementia support requires a very specialized skill set for staff. 85% of the entire interdisciplinary team has Gentle Persuasion Approach training. This education is conducted by two of our RN leaders and teaches staff on how to use a person-centred, compassionate and gentle persuasive approach and to respond respectfully and with confidence and skill to challenging behaviours associated with dementia.

We have a psychogeriatrician, who visits our home monthly and conducts consults with residents who present with more complex concerns associated with their dementia.

Sometimes medication management includes the use of antipsychotics. It is important to note that there is a place for the use of antipsychotics for residents with dementia provided that the medication is used for a therapeutic goal and that it is evaluated regularly.

When targeting specific behaviours antipsychotic medication can lead to the reduction in these behaviours which ultimately allows the resident to maintain their dignity.

In our home all medication, including antipsychotics, is reviewed every 3 months by the RN, pharmacist and physician to ensure that it is still serving a therapeutic purpose.

Information Management

Our home uses reports available in our documentation system point click care and Canadian Institute for Health Information (CIHI) to analyze current resident care needs.

This data assists the home in planning for future resident care needs and anticipating what resources (human and equipment) will be required to meet these needs.

In addition, our pharmacy service conducts regular quality audits and provides us with comparative data within our LHIN.

We utilize information provided regarding clients on our waitlist in order to analyze the profile of future residents and educate staff on some of those needs. For example, we are seeing number of residents with developmental delays waiting to enter long term care. Knowing this information we can include this in our annual education planning.

Engagement of Clinicians and Leadership

For every core program (responsive behaviours, infection control, falls prevention, pain/palliative, skin and wound and continence) there is an interdisciplinary team. These team members gain the expertise in their area and share information with their departments. Staff participate in setting goals and establishing change ideas. Staff are kept informed on the progress of quality initiatives through displays focusing on core programs and through an annual quality forum where we highlight our accomplishments and declare our new goals for the following year.

Patient/Resident/Client Engagement

The management team members attend both family and resident council to share organizational and quality improvement goals.

A quality forum is held annually where a presentation is shared throughout the home outlining achievements towards our quality improvement goals.

In addition, families and residents are provided with regular updates on our quality improvements through the year through newsletters.

Throughout the year we share displays of interest to our families. Our family council hosts an Annual Education event where a relevant topic is presented to families. The topic in 2015 is "Understanding Dementia". In the past we have had topics on the role of the Power of Attorney (POA), role of the pharmacist in LTC, understanding Parkinsons and visiting strategies for families.

Accountability Management

The Committee of Council for the County of Wellington is presented with a quality indicator report each month and kept abreast of the progress toward our goals.

Our home hosts an annual quality forum in February of every year. This forum affords each of the monitoring group leads to share the teams successes and challenges from the previous year. Goals are set for the upcoming year.

The home has an accountability agreement with the LHIN that is signed annually. Our home had a successful Resident Quality Inspection (RQI) in 2014 and addressed all areas of noncompliance.

Sign-off

It is recommended that the following individuals review and sign-off on your organization's Quality Improvement Plan (where applicable):

I have reviewed and approved our organization's Quality Improvement Plan

Board Chair

Quality Committee Chair

Chief Executive Officer

CEO/Executive Director/Admin. Lead _____ (signature)

Other leadership as appropriate _____ (signature)

2015/16 Quality Improvement Plan for Ontario Long Term Care Homes

"Improvement Targets and Initiatives"



WELLINGTON TERRACE LONG-TERM CARE HOME 474 WELLINGTON ROAD 18

AIM		Measure							Change				
Quality dimension	Objective	Measure/Indicator	Unit / Population	Source / Period	Organization Id	Current performance	Target	Target justification	Planned improvement initiatives (Change Ideas)	Methods	Process measures	Goal for change ideas	Comments
Safety	To Reduce Falls	Percentage of residents who had a recent fall (in the last 30 days)	% / Residents	CCRS, CIHI (eReports) / Q2 FY 2014/15	54641*	21.32	17	Our target for this year is 17% as we feel that this is a realistic goal that is achievable in the space of time that we have to work in. Our stretch target is 13% which is provincial average.	1)Participate in the best practice guideline on falls prevention with the RNAO Community of Practice in the fall of 2015.	Identify individuals to participate in this initiative and attend all training sessions available.	Number of BPG sessions attended.	100% attendance.	Anticipate participating in this initiative if it is offered in our LHIN this year.
									2)Review reporting capabilities of Point Click Care for falls to analyze and trend data and determine root cause of residents falls.	Determine reports that can be pulled through various documentation methods.	Method of documentation will be developed and initiated to support the collection of data.	Achieved by December 2015	
									3)Annual mandatory training for all staff in falls prevention utilizing various strategies including classroom format as well as independent learning and team meetings.	Track attendance at education.	number of staff who have attended training	100% of staff will have falls training in 2015	

	To Reduce Worsening of Pressure Ulcers	Percentage of residents who had a pressure ulcer that recently got worse	% / Residents	CCRS, CIHI (eReports) / Q2 FY 2014/15	54641*	3.88	3.3	Our target this year is to meet the provincial average. Our stretch target is 2.8% which would be a one per cent reduction from Q2 2014.	1)In 2014/2015 the home participated in the RNAO best practice guideline on pressure ulcer prevention. 3 nurses and the Director of Care participated in the Community of Practice.	Participate in community of practice team through the RNAO.	Number of nurses participating in the best practice guideline implementation.	Our goal for this change idea is to ensure that we have strong leadership supporting the skin and wound team in order to achieve our goal in reducing the worsening of	
									2)In January of 2015 we implemented a 3 in one cream to be used as part of our continence care routine. We believe that enhancing our basic skin care routine will lead to a reduction of the number of residents experiencing excoriation or pressure ulcers on their coccyx.	Skin and wound condition is documented every 5 days in the residents chart. Statistics are collated and analyzed monthly.	Number of residents with excoriation in Dec 2014	50% reduction by December 31, 2015	
									3)Support 3 nurses to attend the RNAO Fundamental Stream of the wound care institute.	Secure funding for the session through the LHIN one time funding education initiative. Nurses to attend the	Nurses to attend the training.	Complete by March 2015	
									4)All direct care staff will attend mandatory training on continence care and wound prevention.	Mandatory attendance at inservices will be tracked.	Number of staff who attend the training	100% of direct care staff trained in continence care and wound prevention.	

Effectiveness	To Reduce the Inappropriate Use of Anti psychotics in LTC	Percentage of residents on antipsychotics without a diagnosis of psychosis	% / Residents	CCRS, CIHI (eReports) / Q2 FY 2014/15	54641*	30.97	29	29% is the provincial average for antipsychotic use.	1)To review and evaluate all residents antipsychotic medications quarterly and determine if there is a need for ongoing use.	The Behaviour Supports RPN evaluates all antipsychotic medications quarterly by reviewing documentation of resident behaviours and considering risk management. The RN, pharmacist and physician collaborate on the decision to maintain, reduce or discontinue medications.	Number of quarterly reviews completed per month	Our goal is to reduce antipsychotic medication use to the provincial average by Dec 2015.	The home has a formal behavior supports program that includes an RN, RPN and PSW. 90% of our entire interdisciplinary team is trained in Gentle Persuasion Approach. 100% of our RNs are trained in P.I.E.C.E.S assessment in dementia. We have a psychogeriatrician who visits monthly to support those residents with more unpredictable responsive behaviours. Our home has 3
									2)To conduct education for all Registered Staff on antipsychotic medication use. This training will be supported by our consultant pharmacist and the behavior supports team.	Tracking of attendance at the education sessions.	Percentage of Registered Staff who were trained in antipsychotic use in 2015.		

									3)To continue to support the interdisciplinary team to attend educational sessions in non pharmaceutical approaches to dementia care.	Education is formally tracked in our HR database.	number of staff who attended dementia based training in 2015.	To have 50 staff attend dementia based training session in 2015.	In the first quarter of 2015 30 staff members attended training on Montesorri, validation techniques in dementia care and gentle persuasion approach.
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COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Kevin Mulholland, Construction & Property Manager
Date: Wednesday, May 13, 2015
Subject: Palmerston Library Renovation - Project Status Report #1

Status of project	<ul style="list-style-type: none">- Site construction trailer / office has been set up on site- Site construction fencing has been installed- Excavation of foundation has begun- A new opening has been cut through foundation for construction access- Removal of all interior finishes has been completed- Main floor has been removed at elevator shaft- Structural shoring has begun
Remaining work to be completed in March	<ul style="list-style-type: none">- Foundation excavation will continue- Foundation repointing & waterproofing will get started- Foundation backfilling will begin- Interior concrete work will begin on footings & elevator pit- Structural shoring will continue- Exterior masonry restoration will begin- Floor levelling & framing is scheduled to begin
Status of construction schedule	<ul style="list-style-type: none">- Completion is currently scheduled for January 29, 2016
C.O.'s approved since last meeting	
Total change orders approved to date	
Net value of C.O.'s approved to date	

Recommendation:

That the Palmerston Library Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager



County of Wellington
Library Services
Statement of Operations as of
30 Apr 2015

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$182,500	\$0	\$30,324	17%	\$152,176
Municipal Recoveries	\$27,000	\$0	\$0	0%	\$27,000
Licenses, Permits and Rents	\$35,000	\$8,403	\$11,612	33%	\$23,388
User Fees & Charges	\$84,000	\$8,638	\$27,286	32%	\$56,714
Sales Revenue	\$7,900	\$586	\$1,846	23%	\$6,054
Other Revenue	\$0	\$384	\$964	0%	\$(964)
Total Revenue	\$336,400	\$18,011	\$72,033	21%	\$264,367
Expenditures					
Salaries, Wages and Benefits	\$3,799,200	\$350,691	\$1,209,607	32%	\$2,589,593
Supplies, Material & Equipment	\$828,100	\$61,379	\$246,224	30%	\$581,876
Purchased Services	\$836,500	\$98,367	\$333,103	40%	\$503,397
Insurance & Financial	\$22,200	\$0	\$22,373	101%	\$(173)
Minor Capital Expenses	\$68,000	\$13,291	\$25,520	38%	\$42,480
Debt Charges	\$690,100	\$7,039	\$247,262	36%	\$442,838
Internal Charges	\$1,500	\$454	\$1,154	77%	\$346
Total Expenditures	\$6,245,600	\$531,219	\$2,085,243	33%	\$4,160,357
NET OPERATING COST / (REVENUE)	\$5,909,200	\$513,208	\$2,013,211	34%	\$3,895,989
Transfers					
Transfers from Reserves	\$(218,800)	\$(17,900)	\$(17,900)	8%	\$(200,900)
Transfer to Capital	\$2,270,000	\$0	\$2,270,000	100%	\$0
Total Transfers	\$2,051,200	\$(17,900)	\$2,252,100	110%	\$(200,900)
NET COST (REVENUE)	\$7,960,400	\$495,308	\$4,265,311	54%	\$3,695,089



County of Wellington

05-May-2015

Library Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending April 30, 2015

	Approved Budget	April Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		
					Total	% of Budget	Remaining Budget
Aboyne Facility Improvements	\$820,000	\$0	\$0	\$106,166	\$106,166	13 %	\$713,834
Fergus Branch Exp and Reno	\$5,000,000	\$359,520	\$805,790	\$4,107,574	\$4,913,364	98 %	\$86,636
Fergus Branch Coll Enhancement	\$50,000	\$1,279	\$3,846	\$47,409	\$51,255	103 %	-\$1,255
Palmerston Branch Exp	\$3,500,000	\$832	\$56,361	\$93,458	\$149,820	4 %	\$3,350,180
Radio Frequency ID System	\$50,000	\$0	\$37,425	\$11,054	\$48,479	97 %	\$1,522
Palmerston Br Coll Enhancement	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Self Check out Drayton & MtFor	\$70,000	\$0	\$0	\$0	\$0	0 %	\$70,000
Total Library Services	\$9,540,000	\$361,630	\$903,423	\$4,365,661	\$5,269,083	55 %	\$4,270,917



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, May 12, 2015
Subject: **2015-2019 Five Year Plan Forecast for Library - Revisited**

Background:

The County's five-year plan represents a forecast of future infrastructure and service level needs that allows staff to continuously monitor County funding requirements and adequately plan to meet these needs. The budget approval process, while taking into account the forecasted years 2 through 5 of the five-year plan, results in the approval of those projects and operational impacts in the current budget year only. All future forecasted capital and operational impacts within the five-year plan are to be reviewed on an annual basis through the budget approval process.

The County's 2015 budget was approved on January 29, 2015. At that time, Council requested an additional review of the 2015-2019 five-year plan before the 2016 budget process began, with a specific focus on the operating and capital impacts planned through the 2016-2019 period. Each committee will be presented with the 2015-2019 five-year plan report and forecast that was presented in January for their respective departments. The purpose of this review is for Council to identify areas of concern or changes to priorities prior to the development of the 2016 Budget and Five-Year Plan.

Additional information on operating or capital impacts can be provided if requested by the committee.

Recommendation:

That the attached 2015-2019 five year plan report for the County Library system be received for information; and

That Council identify any areas of concern or changes in priorities to be considered for the 2016 Budget and Five-Year Plan Process.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart".

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Wednesday, January 14, 2015
Subject: **2015 Budget - County Library System**

Background:

The 2015 budget package for the County Library System is respectfully submitted for the Committee's consideration.

Attachments:

- a. Programme information page
- b. Proposed 2015 Operating Budget
- c. Proposed 2015-2019 Capital Budget
- d. Explanation of major budget items

Recommendation:

That the attached 2015 Operating Budget and 2015-2019 Capital Budget for the County Library System be approved and forwarded to the Administration, Finance and Personnel Committee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart'.

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

2015 BUDGET

PROGRAMME OVERVIEW

Programme:	County Library System
Department:	Library
Governance:	Wellington County Public Library Board

Programme Description

The Mission Statement of the Wellington County Library is to enhance the knowledge, skills, enterprise, and enjoyment of the people of Wellington County through the provision of high quality library services. Roles include:

- Popular Materials Library – featuring high demand, current, high interest materials in a variety of formats for persons of all ages.
- Reference Library – providing timely, accurate, and useful information for community residents.
- Preschoolers' Door to Learning – encouraging young children to develop an interest in reading and learning through services to children and for adults and children together.
- Independent Learning Centre – supporting all individuals of all ages in pursuing a sustained programme of learning, independent of any educational provider.

The Wellington County Library System is comprised of 14 branches: Aboyne, Arthur, Clifford, Drayton, Elora, Erin, Fergus, Harriston, Hillsburgh, Marden, Mount Forest, Palmerston, Puslinch, and Rockwood. The library courier delivers materials to all of the branches, so that all County residents have equal access to the entire collection.

2015 Budget Highlights

- Branch expansion and renovations continue at the Palmerston branch throughout 2015
- Self-checkout terminal installation at the Drayton and Mount Forest Branches in 2015 and Palmerston Branch in 2016
- Interior improvements are scheduled for Aboyne in 2015
- A new Hillsburgh Branch is planned for 2016 and 2017
- The courier van replacement is identified in 2017
- Staffing changes in 2014 include additional hours for the Information Services Librarian as well as additional service hours and coverage at the Fergus, Puslinch and Rockwood libraries

Staff Complement (Full time equivalents)		
	2014	2015
Library Administration	6.6	6.8
Library Branch Staff	45.4	47.3
Total	52.0	54.1
Current employee count: 89		



County of Wellington

Library Services 2015 Operating Budget Estimate

	2014 Prelim Actuals	2014 Budget	2015 Budget	\$chg Budget	% chg Budget
Revenue					
Grants and Subsidies	\$157,087	\$157,500	\$182,500	\$25,000	15.9 %
Municipal Recoveries	\$29,760	\$24,700	\$27,000	\$2,300	9.3 %
Licenses, Permits and Rents	\$34,240	\$33,000	\$35,000	\$2,000	6.1 %
User Fees & Charges	\$84,031	\$94,100	\$84,000	\$(10,100)	(10.7)%
Sales Revenue	\$9,399	\$7,900	\$7,900	\$0	0.0 %
Other Revenue	\$5,542	\$0	\$0	\$0	0.0 %
Total Revenue	\$320,058	\$317,200	\$336,400	\$19,200	6.1 %
Expenditure					
Salaries, Wages and Benefits	\$3,325,641	\$3,597,300	\$3,799,200	\$201,900	5.6 %
Supplies, Material & Equipment	\$780,623	\$795,900	\$828,100	\$32,200	4.0 %
Purchased Services	\$834,231	\$775,000	\$836,500	\$61,500	7.9 %
Insurance & Financial	\$22,110	\$25,100	\$22,200	\$(2,900)	(11.6)%
Minor Capital Expenses	\$59,520	\$47,000	\$68,000	\$21,000	44.7 %
Debt Charges	\$686,932	\$693,400	\$690,100	\$(3,300)	(0.5)%
Internal Charges	\$350	\$1,500	\$1,500	\$0	0.0 %
Total Expenditure	\$5,709,406	\$5,935,200	\$6,245,600	\$310,400	5.2 %
Transfers					
Transfers from Reserves	\$(74,305)	\$(209,700)	\$(218,800)	\$(9,100)	4.3 %
Transfer to Capital	\$300,000	\$300,000	\$2,270,000	\$1,970,000	656.7 %
Transfer to Reserves	\$1,500,000	\$1,500,000	\$0	\$(1,500,000)	(100.0)%
Total Transfers	\$1,725,695	\$1,590,300	\$2,051,200	\$460,900	29.0 %
NET COST(REVENUE)	\$7,115,043	\$7,208,300	\$7,960,400	\$752,100	10.4 %



COUNTY OF WELLINGTON 2015-2019 CAPITAL BUDGET

Programme/Service: **County Library System**
 Department: **Library Services**
 Governance: **Wellington County Public Library Board**

Project Description	Gross Project Cost (Uninflated \$000's)					Total Project Cost	Sources of Financing				
	2015	2016	2017	2018	2019		Subsidy & Recoveries	Current Revenues	Reserves	Development Charges and DC Supported Debt	Debentures
1 Aboyne Library: Interior Improvements	\$ 250					\$ 250		\$ 250			
2 New Hillsburgh Branch		\$ 500	\$ 3,500			\$ 4,000		\$ 2,000	\$ 2,000		
3 Hillsburgh Collection Enhancement			\$ 50			\$ 50		\$ 20		\$ 30	
4 Palmerston Branch: Expand and Renovate	\$ 3,000					\$ 3,000		\$ 2,000	\$ 1,000		
5 Palmerston Collection Enhancement	\$ 50					\$ 50		\$ 20		\$ 30	
6 Self Check-Out Terminals Drayton & Mount Forest	\$ 70					\$ 70		\$ -	\$ 70		
7 Self Check-Out Terminal Palmerston		\$ 25				\$ 25		\$ 25			
8 Replacement Van			\$ 75			\$ 75		\$ 75			
TOTAL	\$ 3,370	\$ 525	\$ 3,625	\$ -	\$ -	\$ 7,520	\$ -	\$ 4,390	\$ 3,070	\$ 60	\$ -

SOURCES OF FUNDING BY YEAR

	2015	2016	2017	2018	2019	TOTAL
Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Revenues	\$ 2,270	\$ 525	\$ 1,595	\$ -	\$ -	\$ 4,390
Reserves	\$ 1,070	\$ -	\$ 2,000	\$ -	\$ -	\$ 3,070
Development Charges	\$ 30	\$ -	\$ 30	\$ -	\$ -	\$ 60
Growth Related Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debentures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 3,370	\$ 525	\$ 3,625	\$ -	\$ -	\$ 7,520

COUNTY OF WELLINGTON
2015 Budget - Library
Explanation of Significant Budget items

Operating Budget

The proposed 2015 Library budget represents operating expenditures of \$6,245,600 and a net levy requirement of \$7,960,400. Expenditure and revenue highlights are as follows:

Revenue

- **Grants and Subsidies:** the Library receives a per-household grant totaling \$152,500 from the Province that has been frozen for several years. An additional \$5,000 is budgeted for funding of existing student positions. A one-time grant \$25,000 is to be received in 2015 with corresponding expenses budgeted predominantly for electronic database improvements
- **Municipal Recoveries:** The contract with Southgate is budgeted at \$27,000 for 2015
- **Licenses, Permits and Rents:** the increase is a result of additional room rental revenue expected to be received at the Fergus branch
- **User Fees and Charges:** revenue from fines, lost cards, non-resident memberships, and lost/damaged book charges has been adjusted to expected 2015 levels

Expenditure

- **Salaries & Wages:** Additional hours for the Information Services Librarian position to bring it to full-time as well a number of locations including Fergus, Rockwood and Puslinch
- **Supplies, Materials and Equipment:** Includes the library book budget and processing fees. The majority of the increase relates to increases in electronic database expenses as noted above
- **Purchased Services:** Budget estimates expenses at the Fergus library have been updated to account for the location being open for the full year in 2015. The library lease for Rockwood has been renewed and the square footage of the Rockwood facility has increased by approximately 1,000 square feet based on the renovation completed by the Township of Guelph/Eramosa, this results in an increase of \$14,000 to building rental costs
- **Debt Charges:** Relates to the long term financing of the Arthur, Clifford, Drayton and Fergus branches, a portion of which is recovered from development charges.

Capital Budget

In accordance with the Capital Budget and Long Term Financing Policy, the list of capital works includes those initiatives that have a long-term benefit to the corporation and whose capital cost is at least \$25,000. Significant capital investment is proposed for the libraries over the five-year plan; projects identified include:

- The expansion and renovation of the Palmerston Carnegie Library continues in 2015. This will be the last of the five Carnegies to be renovated. Originally budgeted at \$3 million over two years, updated budget estimates received from the architects has increased to \$3.5 million to complete the project. The increase is based on a defined use for the upper and lower floors based on the community consultation as well as additional structural changes identified since the original budget proposal. A previously approved amount of \$500k results in a \$3.0 million budget request in 2015.
- A new branch in Hillsburgh is proposed for 2016 and 2017. The current Hillsburgh branch is one of only two branches in the system that is on a paid lease (the other being in Rockwood which is

leased from the Township of Guelph/Eramosa). A preliminary cost estimate of \$4 million is identified and includes the purchase of land.

- Self check-out terminals are proposed at Drayton and Mount Forest in 2015 and at the Palmerston branch in 2016.
- The Courier van is scheduled to be replaced in 2017.
- Additional improvements for the Aboyne Branch are identified in 2015 with an additional \$250,000 budgeted. This will address accessibility issues as well as renovations to office space.

The net tax levy requirement for Libraries represents a 10.4% increase from 2014. Most of the change to the tax levy requirement for Libraries is attributable to capital requirements which are managed at the corporate level.

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COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: May 13, 2015

Subject: Summary of Library Activities, April 2015

Background: To provide the Library Board with a brief overview of events and activities from across the library system.

Fergus Branch:

This month's Board package will include statistics related to the first month of operations at the new Fergus library. By all accounts the public loves the building and are making terrific use of the new space. The branch has provided patrons with access to 3D printers and other technology which has garnered considerable public attention. Staff are working to create a schedule to provide technology focused programming across the system and will include a special tech camp geared to students this summer.

The Chief Librarian and VG+ Architects have entered the building into the Ontario Library Association's "Library Architectural and Design Transformation Award" programme for 2015. This is the same award that saw the Puslinch Branch receive province wide recognition two years ago. The 2015 awards will be announced in July.

Palmerston Branch:

The new temporary location of the library opened on Thursday, March 16. Palmerston staff under the supervision of Barb Burrows has created a welcoming atmosphere for library patrons in the Main Street storefront. As in Fergus, County maintenance staff worked wonders in a matter of days to get the old shell of a storefront renovated for library use.

Demolition work at the old library is well underway and the first construction meeting was held Tuesday, April 28. Site meetings will continue to take place every two weeks until the renovation is completed. Substantial completion of the project is slated for December 2015.

Service Canada: update

Warden Bridge, CAO Wilson and the Chief Librarian were able to meet with the Honorable Michael Chong on April 9 to discuss the reduction in public hours by Service Canada at the Aboyne Branch. The outlet now offers public hours only one Thursday a month rather than every Thursday. Mr. Chong was very amenable to discussing the issues and had made inquiries himself about the programme prior to the meeting. MP Chong informed us that his office is able to provide many of the services that a Service Canada outlet can provide. There are however, a few exceptions relating to Social Insurance Cards, Records of Employment and passport applications. These services require the public to leave

the required personal identification to be mailed to a Service Canada outlet or the service requires Service Canada staff to change information that the MPs office is not able to do. Mr. Chong understood that the board may wish to discuss the situation further and looks forward to correspondence following the May library board meeting.

Hillsburgh:

On April 20 a tour of the Puslinch library was provided to Mayor Alls and Erin councilors Duncan, Brennan and County councillor Brianceau. The objective of the tour was to provide an overview of the floor space required for a new library in Hillsburgh. My thanks to library board members Janice Sheppard and Walter Trachsel for attending the event and Scott Wilson and library supervisors Donna Revell and Neil Arsenault for attending as well. The meeting generated a good discussion about the space requirements for a new Hillsburgh library.

Trustee Council 3: Southern Ontario Library Service

On behalf of the board, the Chief Librarian attended the Trustee Council meeting on April 18 at the Hanover Public Library. There were approximately ten library systems represented at the meeting and discussion focused on the various challenges and opportunities facing the boards in attendance. The meeting was chaired by Charlie Fitzsimons of the West Perth Public Library with SOLS consultant Anne Marie Madziak, there in attendance as a facilitator.

In a follow-up email Ms. Madziak passed along the following links for board members interested in learning more about the governance process and associated information . An excerpt from her email reads as follows: “....there is a resources page on the new Learn HQ training portal that is dedicated to board development. There you will find some useful resources on governance and being an effective library board member. Here’s a link to the page (however, you must create learn HQ account before being able to access the page - <http://learnhq.ca/kr/One.aspx?objectId=4651119&contextId=3362634> Also mentioned at the meeting were the Ontario Library Boards’ Association Leadership By Design resources – here’s the link: https://www.accessola.org/WEB/OLAWEB/OLBA/Leadership_by_Design/Leadership_by_Design.aspx?WebsiteKey=397368c8-7910-4dfe-807f-9eeb1068be31&hkey=81a464f2-176e-405c-9947-765abe323df2 “

The next meeting is slated for Saturday, October 31 and the Wellington Board can decide if they wish to have one of their own trustees to attend.

Lower Tier, Council Orientation Day

At the request of Warden Bridge, County Department Heads participated in a day-long event on April 27 that saw them provide an overview of county services to all municipal councilors within the County. The event was held at Aboyne Hall and was well attended by councilors and township CAOs. As each community benefits from the presence of a County library the opportunity to have a few minutes to share the library story was a welcome opportunity for the Chief Librarian.

Staff Development Day

On Friday, June 12 the libraries will close so that an all staff meeting can be held. This is an annual event that allows for staff training on electronic databases and general library service to the 85+ staff. The session will also include training on personal safety in the libraries, marketing your library collection, collection development and readers' advisory. Staff appreciate this day of training and the opportunity to strengthen our team approach to common service challenges. This year the annual event will be held at the Fergus library.

The closure of the libraries for the day will also allow county maintenance staff to arrange for various work to be done around the system. Maintenance items like carpet cleaning, painting and repairs that would be difficult with patrons and staff in the facilities are more easily accommodated.

Summer Programme Planning:

Lindsay Trimble, the Library's Programming Librarian is in the midst of arranging all the special events for the Summer Reading Programme in coordination with the 14 branch libraries. The library will once again be hiring some summer students to assist with the programmes and will also be using some grant money to hire a student that will help us with children's focused technology programmes. The hiring of a summer student dedicated the technology programme will allow the 3D Printers to be moved around the system and provide the necessary know-how to demonstrate and teach patrons about the capabilities of the printers. In 2014 our summer programmes attracted over 4,000 participants and we intend to exceed that level of participation this year.

Recommendation:

That the Summary of Library Activities for April 2015 be received for information.

Respectfully submitted,
Murray McCabe

Murray McCabe
Chief Librarian



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: May 13, 2015

Subject: Planning for Hillsburgh Library

Background:

The County's five year capital plan provides for the construction of a new library building in Hillsburgh. The plan provides a budget of \$4 million for the purchase of property, architectural design services, contract administration and associated construction costs. The design portion of the project is scheduled to begin in 2016 with project completion in 2017.

The current branch is located in rented premises on Trafalgar Rd., and occupies approximately 3,300 sq. ft. of space. The other library in Erin is a shared use facility at the Erin High School.

Based on the County's experience in building libraries, which is considerable, the Chief Librarian is recommending a new branch library for Hillsburgh be 6,000 sq. ft. The space will be dedicated to library use only and will serve the community well into the future. Such a facility will need to be designed to accommodate legislated accessibility requirements and allow for suitable collection, programme and meeting room space for residents in this area of the County.

Recommendation:

That the County CAO and his staff be directed to locate and secure a suitable building site for the new Hillsburgh branch library in advance of engaging an architectural firm to design a new library.

Respectfully submitted,
Murray McCabe

Murray McCabe
Chief Librarian



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Chanda Gilpin, Assistant Chief Librarian
Date: Wednesday, May 13, 2015
Subject: **Library Collections Purchasing Overview**

Background:

Wellington County Library strives to build and maintain up-to-date print and electronic collections that meet the diverse needs and interests of the various communities it serves. A public library is not an archive and cannot house all published materials. In deciding what materials to purchase, the focus is on topics of broad public interest rather than academic materials.

The Assistant Chief Librarian and the Branch Supervisors work with library vendors to purchase books, movies, magazines, music and other materials. Three of our main vendors are Library Services Centre, Library Bound Inc., and Whitehots Inc. Each offers what is called an Automatic Release Plan (ARP). With an ARP, the vendor purchases materials for the library. They base their selections on their industry knowledge as well as guidelines and profiles created by library staff. ARPs are the norm in the public library world as they provide increased efficiency. The vendor purchases the obvious bestsellers allowing Branch Supervisors to focus on the unique needs and interests of their specific communities. In this way library staff is better able to address gaps in their collections and respond to current affairs and media events.

Library staff members rely on their training and experience in the collection development process. They also look for critical reviews provided by reliable, authoritative sources. Patron feedback is also welcomed. Specific requests are considered in light of factors such as demand, currency, availability and suitability for a public library collection. With regard specifically to nonfiction materials, we are responsible for providing materials that are backed by authoritative research.

Collection maintenance also involves the removal of materials from the library collections. The library has a Request for Reconsideration process for patrons who wish to request that an item be removed from the collection. More often materials are removed because they have become damaged, worn or out of date. Materials that are removed are replaced as appropriate with newer editions or with more current materials on the topic. Library staff members again rely on their skills and training. They also use specialized software that analyzes collection usage to identify items for consideration.

Please see the Canadian Library Association's Statement on Intellectual Freedom below. In all aspects of collection maintenance this statement serves as a guide.

Canadian Library Association / Association canadienne des bibliothèques Position Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

(http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm; retrieved May 5, 2015)

Recommendation:

That this report be received for information.

Respectfully submitted,



Chanda Gilpin
Assistant Chief Librarian

Wellington County Library

APRIL 2015

Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: May 13, 2015

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: May 6, 2015



Use Statistics

	2015	2014
System wide circulation:	April	April
Print, cds, dvds, magazines and audiobooks:	83,329	79,406
eBooks borrowed:	4,964	4,223
Inter-library loan, material loaned:	373	345
Public computer usage within the libraries:	7,432	5,520
Programme attendance:	3,495	3,169
Database usage	11,110	11,457
Public wireless users:	5,480	3,533

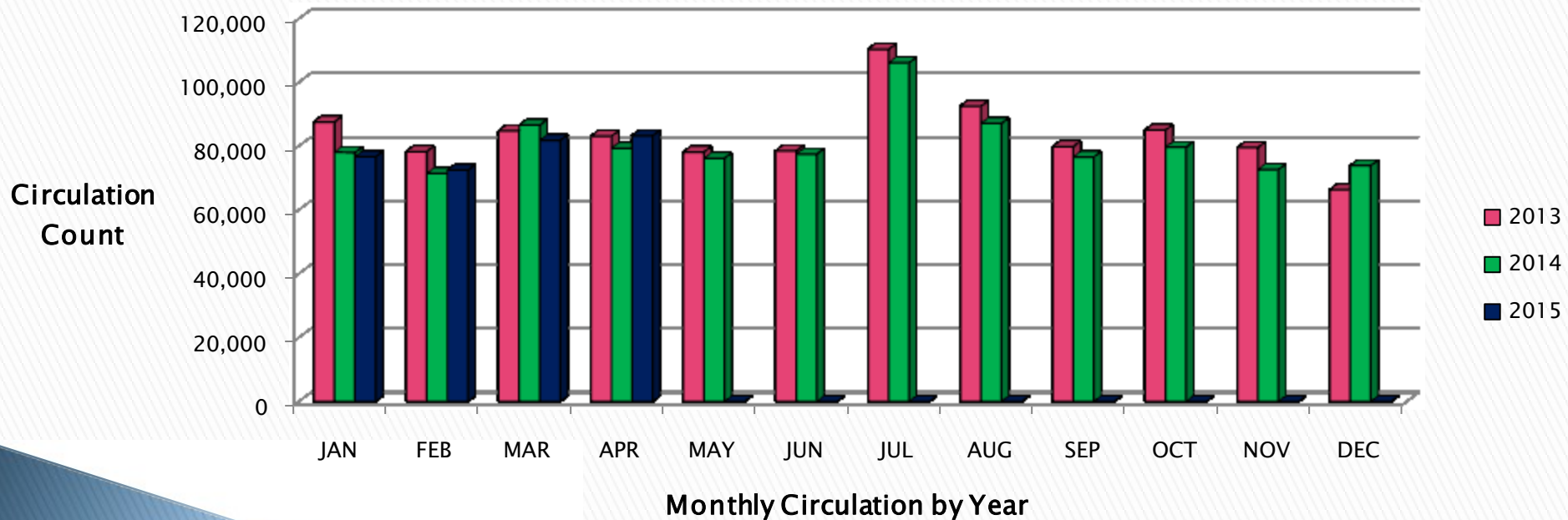
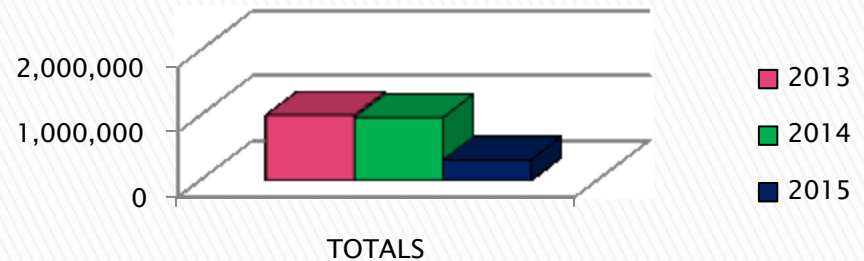
Circulation Statistics

*Circulation of Material – Traditional Formats

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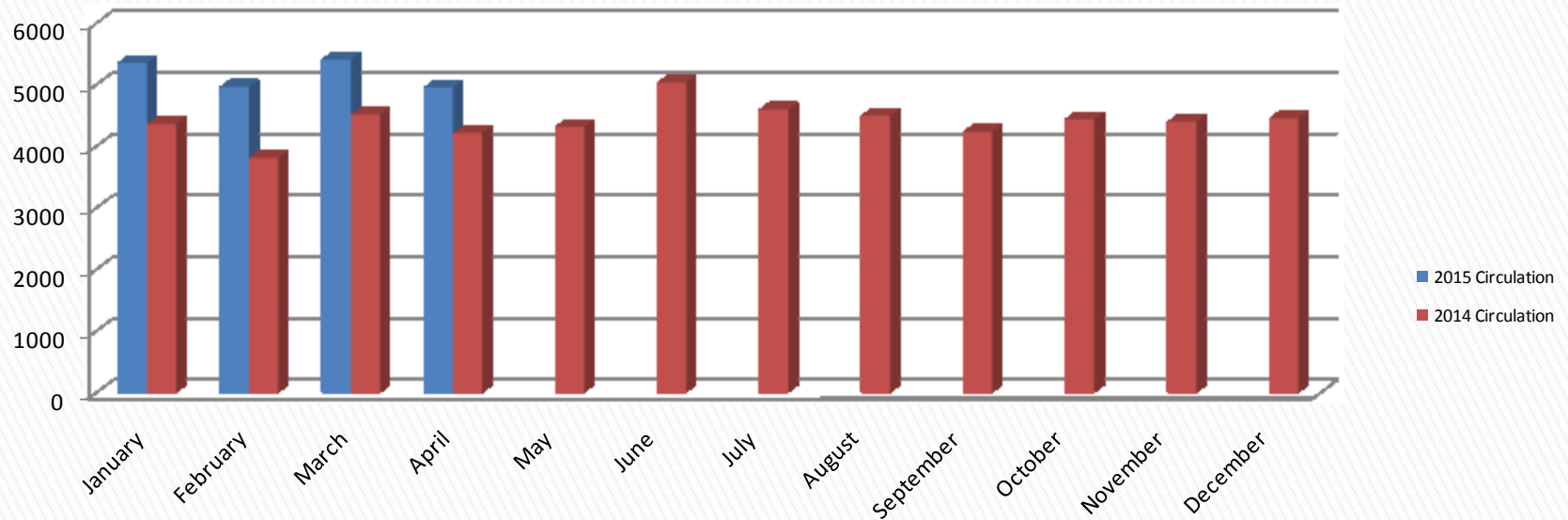
Circulation Activity

Wellington County Library Total Circulation of Materials by Year



eBook Circulation Activity

eBook Circulation by Month*



*includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.

Website Statistics

April 2015

Top Pages Visited

Library Home Page	7,471
eBooks and More	1,985
Online Resources	1,896
Borrowing	1,200
Fergus Branch	988

Our website was accessed in a variety of ways including 1,612 visits from tablets and 1,587 from Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Blackberry Z10, Blackberry Playbook, and Blackberry KBD.

Visits to Library Website

# of total visits	9,163
# of pages viewed	19,425

Location of people accessing our website:

Canada, U.S., U.K., India, France, Greece, Australia, Haiti and The Netherlands.

The majority of visitors were within Canada:

Fergus, Guelph, Toronto, Kitchener, Waterloo, Minto, Orangeville, Ottawa, Clifford, Halton Hills, Stratford and Cambridge

Of the visitors 71% were returning and 29% were new visitors to our website.

Programming Report

April 2015

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	15	194	85	52	
ARTHUR	18	145	61	57	
CLIFFORD	13	49	25	5	
DRAYTON	33	318	138	18	
ELORA	8	47	17	33	
ERIN	25	292	98	23	
FERGUS	31	412	96	161	
HARRISTON	20	107	8	69	
HILLSBURGH	19	201	54	49	
MARDEN	17	135	15	54	
MT FOREST	18	73	12	93	
PALMERSTON	6	46	28	0	
PUSLINCH	14	57	36	40	
ROCKWOOD	13	29	22	41	
	250	2,105	695	695	3,495
Total Programmes					Total Participants

April 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	19	254	92	19	
ARTHUR	17	92	59	55	
CLIFFORD	8	32	13	3	
DRAYTON	39	344	134	5	
ELORA	6	108	31	16	
ERIN	17	137	60	18	
FERGUS	19	187	106	21	
HARRISTON	23	249	27	57	
HILLSBURGH	13	56	36	57	
MARDEN	16	143	25	42	
MT FOREST	13	104	19	31	
PALMERSTON	12	90	46	18	
PUSLINCH	17	89	68	44	
ROCKWOOD	16	104	52	26	
	235	1,989	768	412	3,169
Total Programmes					Total Participants

Fergus Branch Statistics

	2015	2014
	April	April
Print, cds, dvds, magazines and audiobooks:	17,235*	11,077
Door Count:	14,715	5,621
New Users Registered:	176	35
Public computer usage within the libraries:	1,535	461
Programme attendance:	669	314
Programmes offered:	31	19

*26% of the circulation was done using the self check out machines.

Fergus Branch

April Programme Highlights

- Turkey Rhubarb - 60 attendees
 - Maureen Jennings - 51 attendees
 - PA Day Movie - 33 attendees
 - 5 Class Visits - 151 attendees
 - Kids Design Studio - *16 attendees
- *capped programme



The busiest day was Friday, April 24.
With 889 people through the door

On average 545 patrons visit per
day.

And what exactly is 3D printing?

By George Harris

In the 1967 classic movie *The Graduate* Benjamin, a recent university graduate (played by Dustin Hoffman), was advised by Mr. Robinson that the future lay in 'plastics'.

Today that advice might be that the future lies in '3D printing'. Did you know that 3D printing is now a service offered at your local Staples store?

The girl behind the desk told me rather sadly that the printer doesn't get much use since no one seems to really know what exactly to use it for.

On a recent visit to the Puslinch Library I was also surprised to discover that the Wellington County library system has at least two 3D printers and one was temporarily on display here.

The printer, a Makerbot Replicator, was in the process of creating a small figurine out of plastic. The young lady demonstrating the printer mentioned there would be workshops presented in the Fergus branch during April and May for preteens. How exciting!

3D printing is already making waves as a truly formidable technological development, and if kids are introduced to it early enough, they will just naturally start to imagine, and then realize its potential.

Some of us will already know that 3D printers can be used to create small figurines from watching *The Big Bang Theory*, and I recently saw a trailer for another popular TV show about a young man who printed a hand gun and tried it out at a shooting range.

So it seems 3D printing has been around long enough to have entered popular culture, even though most of us still don't really know exactly what it is and what its potential might be.

3D printing originally meant a process that used print heads similar to those of an inkjet printer that continually passed over the print bed laying down a fine layer of

plastic on top of the layer printed previously.

On each pass, the print head is raised and the thickness of the layer and plastic is only deposited where it is required to create the cross section of the object being produced.

Currently, however, 3D printing has come to mean Additive Manufacturing which includes metal sintering, a technology that fuses metal powder into a solid part by melting it locally using the focused laser beam.

I can't explain the technology because I can hardly believe it myself, but 3D printers today can create metal parts, and even bio-print complex cell structures.

What can these printers be used for? You have perhaps caught the news articles about the successful printing of prosthetics. Using your favourite search engine, (mine is Google) type in '3D printing prosthetics' and thousands of sites come up.

The first site in my search had a story about a man who already had a \$42,000 artificial hand which took signals from the muscle fibres in his forearm, translated those signals, and then used them to mechanically move the fingers of the prosthetic.

This device was replaced by a 3D printed hand that cost about \$50 in materials and which was used experimentally over the course of the next few months.

How well did it work? The man preferred the inexpensive 3D printed hand over the \$42,000 device. Although once in a while a piece would break since it was only made of ABS plastic, it was a simple process to print out a replacement part.

This prosthetic hand named the 'Cyborg Beast' can be found on Thingiverse.com which is a site for all things about 3D printing. The hand was printed out using plans that are available free online.

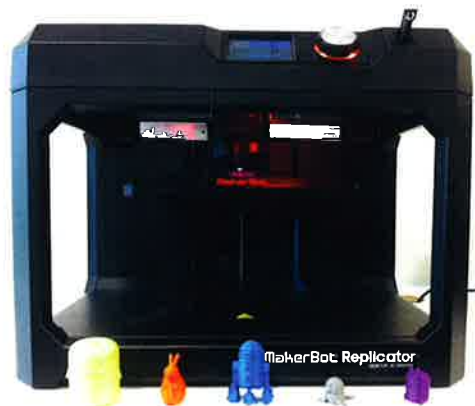
These prosthetics manufactured at small cost are being used to help victims in Africa with amputated limbs. Just imagine the changes this will bring in the future for those needing prosthetics.

But surely the most surprising development in this new technology is 3D

bio-printing or printing of bio-compatible materials, cells and supporting components into complex 3D functional living tissues.

This is simply a jaw-dropping advance in the medical field. 3D bio-printing is already being used for the generation and transplant of several tissues, including multilayered skin, bone, vascular grafts, tracheal splints, heart tissue and cartilage.

As an example, 3D bio-printed devices have been used to repair a defective trachea in a newborn infant. There are many articles on the Internet about the experimental development of various parts of the human body which, once they are successful, will allow doctors to speed up the healing of burn



victims, replace damaged blood vessels, graft broken bones and eventually, perhaps even replace entire organs such as heart and lungs.

If we can already scan a three dimensional object and reproduce it on a 3D printer, and we are experimenting with 3D bio-printing of organs, just how long will it be before 'beam me up Scotty' is just another form of travel?

So, encourage any preteens you might know to investigate the 3D printing workshops at the Wellington County Library in Fergus.

I believe that they will certainly be putting on more workshops after the current series is complete. Our library system is out in front on the introduction of this important new technology, and it's just a fine use of public funding!



RE-VITAL-EYES
INTERIORS



Margaret Olthoorn

DESIGN • RENOVATION • DECOR

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www.southgateanimalhospital.ca



100 Years of "In Flanders Fields"

The 100-year anniversary of Lieutenant Colonel John McCrae's famous poem "In Flanders Field" will be celebrated May 3. McCrae, a native of Guelph Ontario, was a doctor and teacher and served in both the South African War and World War I. His poem gave a voice to the thousands of soldiers who lost their lives in World War I and has caused all of us to reflect on the sacrifice so many have made for our democratic society.

Stop by your local branch to check out our displays celebrating the poem's milestone or visit our website to search for World War I related materials such as:

In Flanders Fields: the Story of the Poem by Lt. Col. John McCrae by Linda Granfield (Junior Non-fiction)

Canada's Great War Album: Our Memories of the First World War by Mark Collin Reid (Adult Non-fiction)

In Flanders Fields: the Story of John McCrae by John F. Prescott (Adult Non-fiction)

Passchendaele: Canada's Triumph and Tragedy on the Fields of Flanders by Norman Leach (Adult Non-fiction)

Canada's Greatest Battles (DVD)

In Flanders Fields by Norman Jorgensen (Picture Book)

You can also search our databases such as **The World History Collection** or **Canada in Context** for full text journal or news articles relating to John McCrae's poem. These databases are available 24/7 on our website, www.wellington.ca/Library, with a valid library card.



Celebrate Youth Week

Youth Week takes place May 1 – 7 this year. The Library is celebrating by having a teen book draw at all of our branches between those dates. Stop by and enter a ballot for your chance to win a free YA book!

Teens – is there a programme or activity you'd like to see offered at the library? Let us know! Send your suggestions to lindsayt@wellington.ca. We are always happy to hear from you.



Staff News

We would like to welcome Lee Puddephatt and Christa Ferrier to the Fergus Branch as Assistant Branch Supervisors. We would also like to welcome two new Pages, Grace Hallman and Rachel Smith-Young to the Fergus Branch.

Congratulations to Assistant Branch Supervisors Rosie Krul and Wanda Haayen in their new positions. Rosie will now be working at the Rockwood and Puslinch Branches and Wanda will be working at the Fergus Branch.

the next Chapter

Wellington County Library Newsletter

May 2015

Welcome to the Fergus Library!



The Fergus Library staff were thrilled to welcome over 1000 people at the Grand Re-opening on Tuesday, March 31. Some of the visitor comments overheard include:

"A wonderful accomplishment and an enduring contribution to the community."

"It's amazing – truly the heart of the community."

"Spacious, airy, satisfying and creative architecturally."



Receive our monthly newsletters online by subscribing through the Library NEWS section on our website. Ask staff for details.

Over 300 people toured the third floor community room where the library's two 3D printers were displayed along with other exciting technologies including our new robots, Dot and Dash.

On the Saturday after opening, children's band TURKEY Rhubarb, transformed the kids' area on the main floor into an entertainment space where over 50 parents and children gathered to dance and sing along. We are looking forward to offering an increased number and variety of programmes at the Fergus Branch including introducing some of our new technology to the public. We are also gearing up for a busy summer full of fun for kids and teens with our TD Summer Reading Club and Teen Summer Reading Challenge!

For a complete list of programmes happening at the Fergus Branch or any of our libraries, visit our online calendar at www.wellington.ca/Library - we hope to see you soon!



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All Branches are CLOSED on Monday, May 18 for Victoria Day.

"I find television very educational. Every time someone switches it on I go into another room and read a good book."

- Groucho Marx (1890-1977)



Wellington County Library
552 Wellington Rd 18, RR 1, Fergus ON N1M2W3 T 519.846.0918 www.wellington.ca/Library



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

Research Your Next Project with Gale



Our collection of **Gale Databases** can assist with a school paper, teach you about legal or medical issues, help you start your small business, and more. With a new and improved user interface, searching Gale has never been easier. The new design makes searching on your desktop, laptop, or mobile device easier, and now has added features for those with visual impairments. The result is a streamlined experience across all **Gale Databases** and through the Power Search.

Databases are collections of information resources that you can access at any library branch or at home, and often contain the most current information on a subject. At the Wellington County Library, you can choose to search across multiple databases to find a wide variety of resources, including video clips, images, and full-text journal articles.

To see a list of **Gale Databases**, visit our website at www.wellington.ca/Library. Go to Online Resources and then click Research Tools. From there, you can search all **Gale Databases** at the same time using the Power Search, or you can choose a specific database by either title or subject, and search those individually.



Brave New Quilts

by Kathreen Ricketson

Reviewed by Jennifer McCready from the Elora Branch

This quilting book will take you places you've never been before! With great foundational techniques around colour and design principles, it provides you with all the skills to be able to design your own quilts in a way that other books do not. Kathreen is not just riffing on the 'traditional' blocks that many modern quilters do-she is inventing whole new concepts based on art. Each of the twelve quilts presented in this book is an homage to a different artistic 'period' of twentieth century art such as Bauhaus, or Art Decoration; an interesting concept that leads to wonderful modern quilts. While I wouldn't necessarily want to make exact replicas of her quilts, I did feel inspired by this book in a new way. The idea of translating what you see in an artistic style into a quilt is wonderfully novel. The discussion of colour and design principles felt refreshing and new (even if you've seen the colour wheel a thousand times already) and her recommendations for how to make each of "her" designs into your own are detailed and clearly stated. Sadly, Kathreen Ricketson died tragically just after finishing this book, so there won't be more quilts or books being produced by her. But she did herself proud with this first book.



May Programme Highlights

Unless otherwise noted, our programmes are free of charge.



Harriston Branch, 519.338.2396
Saturday, May 2, 10:30 am

For the Kids

Be Prepared - Ka-Pow to Powerjams (All Ages)

Biff, Tito, and Alba-Alba are getting ready for visitors when the unexpected happens. How can they save the day? For families with children 8 and under. Please register.

Paws 4 Stories (Ages 6 and up)

Practice reading fluency in a fun and relaxed atmosphere with a very special reading buddy - one of St. John Ambulance's trained therapy dogs. Please register as space is limited.

Aboyne Branch, 519.846.0918
Saturday, May 9, 1:00-3:00 pm



May Flowers (Grades SK-3)

Celebrate Canadian Children's Book Week and Mother's Day with stories, songs, games and a craft! Please register.

Arthur Branch, 519.848.3999
Saturday, May 9, 10:30 - 11:30 am



For the Teens

Study Hall (Teen)

Available 2 afternoons a week to provide quiet work space for students in grades 7-12. Join us to work on school assignments, study for exams or work on group projects.

Fergus Branch, 519.843.1180
Tuesdays and Thursdays, 3:30 - 6:30 pm

Page Turners (Pre-teen)

Join our Teen Book Club!

Drayton Branch, 519.638.3788
Friday, May 8 and 29, 4:00 - 4:45 pm



TAG: Teen Advisory Group (Teen)

TAG you're it! Come out, speak up, and make a difference. Sign-up and earn community involvement hours toward your high school diploma. Final meeting of the school year.

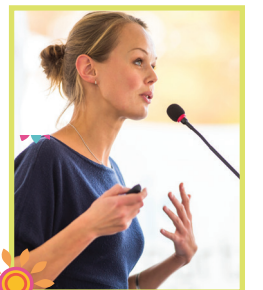
Erin Branch, 519.833.9762
Monday, May 11, 12:20 pm - 1:10 pm

For the Adults

Speechcraft (Adult)

Learn great tips for speech preparation, speaking techniques, working through anxiety and building confidence by presenting speeches, introducing presenters, doing evaluations, impromptu speaking and more! This is a fun, interactive learning experience offered in partnership with Mount Forest Motivators. Fee (including all materials): \$30 payable by the first evening.

Mount Forest Branch, 519.323.4541
Tuesdays, May 5, 12, 19, 26, June 2, 6:45-8:45 pm



Third Thursday Book Club (Adult)

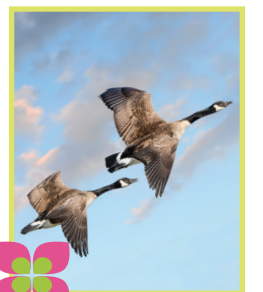
The Third Thursday Book Club will be meeting in the Elora Library Community Room to discuss the novel *The All-Girl Filling Station's Last Reunion* by Fannie Flagg. Please Register.

Elora Branch, 519.846.0190
Thursday May 21, 6:30 pm

Movie Afternoon: Winged Migration (Adult)

Celebrate spring and the return of our migratory birds with stunning cinematography on our big screen. Drop in.

Rockwood Branch, 519.846.4851
Friday, May 29, 2:00 pm



Please visit our website www.wellington.ca/Library for a complete list of programmes.

Gardening Book List

Get inspiration for your garden by perusing our collection of over 900 materials dedicated to the subject. Whether you consider yourself a professional, or not quite sure where to start-let the library be your first stop before you start digging this season! Below is a list of our new and recommended titles available in our library.

Grow all you can eat in 3 square feet

- Tia Sakar
(Adult Non-fiction)

Canadian Gardeners Guide

- Lorraine Johnson
(Adult Non-fiction)

Indoor kitchen gardening

- Elizabeth Millard
(Adult Non-fiction)

The cut-flower patch: Grow your own cut flowers year round

- Louise Curley
(Adult Non-fiction)

Garden to table: A kids guide to planting, growing and preparing food

- Katherine Hengel
(Junior Non-fiction)

Small space garden ideas

- Phillipa Pearson (Adult Non-fiction)

Green gardening and composting

- Molly Aloian (Junior Non-fiction)

Cultivating garden style: inspired ideas and practical advice to unleash your garden personality

- Rochelle Greayer
(Adult Non-fiction)

Vegetable gardening

- John Tullock (Adult Non-fiction)

The backyard homestead book of building projects

- Spike Carlsen (Adult Non-fiction)

Please check with your local branch for availability.

